



UNITY CONCORD INTERNATIONAL SCHOOL 3 YEAR SCHOOLWIDE ACTION PLAN 2017-2020

Action Item #1- UNITY will develop clear and concise ESLRS. ESLRS represent the most essential things students should know and be able to do by the time they graduate. ESLRS represent the cumulative skills and attributes we believe children should develop during their time at our school.

Goal(s)	Actions	Responsible Parties	Resources/Needs	Timeline	Measures of Success
UNITY will develop clear and concise ESLRS. ESLRS represent the most essential things students should know and be able to do by the time they graduate.	Create a collaboration schedule.	Administrators, teachers, and other staff	Compile a list of staff interested in creating ESLRS. Schedule meeting times for interested stakeholders.	October 2017	Staff list compiled, meetings scheduled. Status: Complete
	Develop ESLRS	Staff interested in creating ESLRS	Paper, pencils, conference room	November 2017	Clear and concise ESLRS were created. Status: Complete
	Staff vote on the adoption of the ESLRS.	All Staff	Secretary will email all staff	December 2017	Staff approves the ESLRS. Status: Complete
ESLRS represent the cumulative skills and attributes we believe children should develop during their time at our school.	Prepare ESLRS for Board approval.	Administration, Governing Board	ESLRS as part of a Board Packet, Board Secretary to prepare.	December 2017	Governing Board approves ESLRS. Status: Complete

Action Item #2- UNITY will foster effective teacher and staff collaboration and deliver on-going, consistent professional development as a way to continuously improve curriculum, instruction, and assessment.

Goal(s)	Actions	Responsible Parties	Resources/Needs	Timeline	Measures of Success
Focus on the development of a cohesive and coherent professional learning plan that provides teachers with the tools to engage students from diverse backgrounds.	Develop new goals for professional development outcomes and design opportunities to meet those outcomes.	Administrators, teachers, and classified staff	Compile a list of teachers/classified interested in creating a plan. Schedule meeting times for interested stakeholders.	December 2017	Annual list of PD goals as determined by staff input, as well as an annual plan for implementation that align with the school mission and vision. Status: Complete
	Investigate bell schedule options that will provide increased time for PD and collaboration; provide opportunities for teachers to shadow students on different schedules.	All Staff	Designated meeting time for discussion. Volunteer committee interested in generating a list of options.	2017-2018 discussion/ planning; 2018-2019 implementation AND/OR ongoing annual revisit	Staff vote on the built-in opportunities for collaboration (prep periods). Status: Complete
	Implement a master schedule that will allow for increased time for PD and collaboration	Administrators, counselors, teachers	Bell and Master Schedule that provides for PD opportunities.	2018-2019 and ongoing	A master schedule with common prep periods for teacher cohorts, PLCs, and whole staff PD. Status: In Progress
	Create opportunities for teachers to observe other teachers.	Administrators, teachers	Specials teachers can substitute.	2017-2018 planning and piloting; 2018-19 implementation w/ annual review	Professional development plan includes training protocols on peer review, walkthrough, lesson study, reflection, etc. Status: In Progress

Increase opportunities for teacher-driven collaboration across departments.	Create a collaboration schedule. Teachers must be held accountable and attend the sessions	Teachers	Bell and Master Schedule that provide opportunities for collaboration	August 2018 and ongoing	Minutes of meetings that demonstrate productive and regular collaboration among teachers. Status: In Progress
Teachers continue to build effective instructional strategies specific to their subject areas.	Provide training and professional development opportunities. Share best instructional practices.	Administrators, teachers	Budget for professional development and substitute coverage, provide time during staff meetings and in-service days	December 2018 and ongoing	Administrator walkthroughs, peer observations, and evaluations Status: In Progress
All teachers will apply Common Core Standards in their subject areas.	Send designated department teacher(s) to appropriate Common Core workshops. Share knowledge gained in department PLCs	Administrators, teacher leaders	Budget for professional development and substitute coverage, provide time during staff meetings and in-service days	August 2018 and ongoing	Administrator walkthroughs, peer observations, and evaluations Status: In Progress
Continue to refine and improve the effectiveness of PLCs.	Provide training and professional development opportunities. Share best PLC practices.	Administrators, teacher leaders	Budget for professional development and substitute coverage, provide time during staff meetings and in-service days, designate time for collaboration in the master schedule	2018-19 and ongoing	PLC minutes, peer PLC observations Status: In Progress
Utilize support from the leadership to address vertical and horizontal articulation in relation to instruction and student middle to high school transition.	Schedule at least one day per year for middle school and high school teachers from each academic discipline to meet to share and discuss curriculum and best practices.	Administrators; Department Chairs	Allocated release days for teachers (in the form of a no-student staff PD day, paid substitutes for groups of teachers to meet during the work day, or stipends for teachers to work on a non-school day.)	2019-20 and ongoing	Departments will create a scope and sequence to successfully transition students from the middle school curriculum to the high school curriculum. Status: In Progress
Increase the quality and frequency of instructional supervision to increase feedback/communication	Create a timeline and clear protocol for both administration and teacher colleagues to	Administration, Teachers	Staff Meeting time or a subcommittee of teachers dedicated to creating a classroom observation	2018-19 => Begin discussions and planning	An agreed upon protocol will be in place for observing classrooms and providing

between administration and teachers, identify patterns in student achievement/instruction, and inform leadership of professional learning needs.	observe classrooms and provide feedback.		timeline and protocol that will be voted on and adopted by staff	2019-20 => Implementation	feedback; Recommended timelines will be followed Status: In Progress
	Provide opportunities for teachers to discuss and address professional learning needs.	Administration, Teachers	Surveys and classroom observations to determine PD needs, Collaboration/Staff PD to address those needs	2018-19 => Begin discussions and develop process and protocols; 2019-2020 => Full implementation	Instruction focused on identified learning needs will be the norm Status: In Progress

ACTION ITEM #3- UNITY will expand community outreach and increase communication with all stakeholders to encourage and facilitate involvement in the school.

Goal(s)	Actions	Responsible Parties	Resources/Needs	Timeline	Measures of Success
Improve the method and effectiveness of communication with all stakeholders including students, parents, and other members of the school community.	UNITY will administer a survey to establish a baseline of parental satisfaction with communication.	Administrators	Survey	June 2018	2018 survey responses from stakeholders will establish a baseline. Status: In Progress
	UNITY will increase the use of Line, Facebook, SIS, Class DOJO and other available methods of communication to disseminate information.	Administrators, teachers, and staff	Training for teachers as needed Ongoing technology training	Ongoing	By Spring 2019, at least 95% of stakeholders will deem communication satisfactory, and at least 75% will deem it above average or excellent. Status: In Progress
Share information about school communication sources with parents and show them how to best monitor student progress.	Host Parent Information Nights for incoming 9th graders in the spring of their 8th grade year and for all students in late July or early August (High School A-G)	Administrators, counselors, teachers, PTA representatives	Meeting space, presenters, planning time to maximize relevance of information	Spring 2017 and ongoing 1-2 times per year	One Parent Information Night will be on the calendar for the 2018-2019 school year PK-12. Parent surveys will show increased satisfaction with the communication received from the school

Increase parent, student, and teacher participation in school activities, programs, and organizations.	Organize PTSA-hosted tables at school events, make presentations to staff, include marketing tools in registration packets, give PTSA more prominence on the school website	Administrators, teachers, staff, students, PTA representatives	Opportunities for PTA to participate in school functions	August 2018 and Ongoing	PTA membership will increase by at least 30% during the 2019-20 school year and will continue to increase year over year [Establish Baseline: In 2018-2019] Status: In Progress
	Recruit parents, teachers, students, and community members to serve on school committees (e.g., School Site Council, Advisory, WASC).	Administrators, teachers, parents	Stakeholder email addresses and contact information; marketing materials	June 2017 and again in June-July 2018 Ongoing	Membership lists for SSC, Advisory, WASC Status: Complete
Improve communication with Chinese speaking students and parents in our community	Provide translation services for school events, documents, and web resources.	Administrators, Translators, Student Volunteers	Chinese Translator	August 2018 and ongoing	Translated documents and translators will be available for major school events Status: In Progress
	Provide information to Chinese speaking parents on graduation and college entrance requirements	Administrators, Translators, Student Volunteers	Dedicated time	December 2018 and ongoing	Increased parent participation in school activities. Status: In Progress
	Build environments that respond to the needs of immigrant students. Create structures and systems to support students as they adjust to a new culture, both social and academic	Administrators, translators ESL Teachers, Staff	Professional Development for all staff regarding cultural identity and practices (in particular for our most common Thai, and Chinese) new immigrant students	2018-19 and ongoing	Decreased time for students to achieve English proficiency and a decrease in percentage of ELs who are long-term Status: Complete
Increase collaboration within and across departments.	Create designated opportunities for collaboration within the school day	Administrators, Dept. Leads	Allocated Collaboration Time	2018-19 school year and ongoing	Opportunities for common prep periods for cohorts. Status: In Progress

Increase and improve articulation between elementary, middle schools and high school.	Collaboration between elementary, middle and high school within subject areas to clarify what skills are expected at what levels and what steps will be taken for effective implementation	Department representatives	Allocated Collaboration Time	April 2019 (Site Admin), August 2019 (Staff) and ongoing	Meeting notes; scope and sequence expectations established New campuses open in August 2020 Status: In Progress
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Action Item #4 – UNITY will continue to expand student and staff access to technology, improve the use of technology as an instructional tool, and increase digital literacy.

Goal(s)	Actions	Responsible Parties	Resources/Needs	Timeline	Measures of Success
Increase the effective use of technology in a variety of contexts to enhance and personalize learning.	Plan and design clear, comprehensive technology PD for teachers.	Administrators, teachers	Teachers, funding for PD, access to appropriate technology	Summer/Fall 2018 and ongoing	Evidence of training and consistent use of email, Google docs, and other basic technologies Status: Complete
	Plan and develop a standard of digital literacy for all students and provide necessary training	Administrators, teachers	Access to appropriate technology and time to develop curriculum and instructional strategies	Spring 2018 and ongoing	Evidence of curriculum and instructional strategies and use of technology to demonstrate learning. Status: Complete
	Provide equitable access to technology for teachers, students, and staff.	Administrators, teachers	Designated budget for technology and training	Ongoing	Annual evaluation of access to Technology Status: Complete

	Recruit a task force composed of teacher leaders to support technology needs on campus	Administrators, teachers	Designated budget for technology and training	Fall 2018	Creation of a sustainable task force Status: Complete
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Action Item #5 – UNITY will provide additional counseling and career/college readiness services to all students in order to better prepare them for high school and post-secondary success.

Goal(s)	Actions	Responsible Parties	Resources/Needs	Timeline	Measures of Success
Provide a variety of college and career services to all students.	Hire a trained, qualified career and college advisor.	Administrator	Funding for salary and PD	June-August 2018	Position filled Status: Complete
	Create a centralized college and career center.	Administrator, counselor	Funding for appropriate technology and materials Personnel to manage the program.	August 2018	Space provided in Library or Office Status: Complete
	Improve communication/ awareness about college deadlines, scholarship programs, college visits, etc.	College/Career advisor, counselors	A newsletter published by the counselor and shared with students, parents, and staff.	January 2019	Regular newsletter created and communicated Status: In Progress
	Expand career (vocational) training experiences available to all students.	College/career advisor, counselors, administrators	Vocational classes	March 2019	Vocational programs offered Status: In Progress
Guarantee the counselor to student ratio to the American School Counselor Association (ASCA) 250 to 1 model.	Staffing allocations to provide for additional counseling staff if necessary	Administrators	Funding, office space, and support	August 2020	Adequate counselor/student ratio Status: In Progress

Action Item #6– UNITY will systematically address the appropriate scheduling and support of students from all backgrounds to increase educational opportunities and access to core curriculum.

Goal(s)	Actions	Responsible Parties	Resources/Needs	Timeline	Measures of Success
Ensure student populations are provided the opportunity to pursue a college prep curriculum.	Continue to monitor placement of students	Administration Administrative Team Counselors Teachers	Counselor	Begin 2019-2020 Ongoing	90% of students will successfully complete coursework, pass courses Status: In Progress
	Provide structured support programs to build student skills	Administration Counselors SPED Teacher	Staff to monitor student participation and maintain records. Tutors Summer Program	Ongoing	90% of identified students will participate in at least 2 tutoring or practice sessions during the course of the school year Status: In Progress
	Additional counseling support for students	Counselor College Career Advisor	Allocation of staffing resources	Begin 2019-2020 Ongoing	Counselor meet with students on a regular basis, 1 time per semester Status: In Progress
	Implement new ELD standards in alignment with CCSS to accelerate the progress of ELs as they learn English	Administrator Teachers	Classroom materials Teacher training	Begin August 2018 Ongoing	Annual increase of ELA scores and students being exited from ESL Status: In Progress
	Develop remedial/ supplemental/ summer school classes targeting the needs of EL students in order to provide enrichment and accelerate language acquisition.	Administrator Teachers	Extended learning time before/during/after school and/or in the summer Block schedule that designates additional ESL time	Spring 2017- Begin discussion 2018-2019- Begin Implementation	Annual increase of students exiting ESL Status: In Progress

	Utilize data to determine next steps.	Administration		Begin 2017-2018	Improved performance of target group Status: Complete
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Action Item #7– UNITY will focus on increasing the level of rigor in grades 9-12, engagement and critical thinking present in all classes to increase student access to the cognitive expectations outlined in the Schoolwide Learner Outcomes.

Goal(s)	Actions	Responsible Parties	Resources/Needs	Timeline	Measures of Success
Teachers from all disciplines will require students in grades 9-12 to: (a) Summarize informational texts (b) Write justifications of their opinions on debatable issues (c) Evaluate Internet sources for credibility and value (d) Perform close reading of informational texts on both sides of an issue (e) Complete constructed- response questions (f) Write an argumentative essay.	Create CCSS-aligned informational writing tasks Provide school-wide summary and justification templates.	Teacher Leaders Administrators	-Staff professional development time -Release time or compensation for teacher leaders to plan for PD	Begin 2019-20	An increasing number of students will be able to effectively summarize a passage and clearly justify their responses Status: In Progress
	Create CCSS-aligned argumentative essay performance tasks in grades 9 through 11.	Teachers Administrators	-Staff professional development time -Release time for teacher leaders to plan for PD	Begin 2018-19	An increasing number of students will be able to effectively write an argumentative essay Status: In Progress
	Pilot and evaluate the effectiveness of CCSS performance tasks on student learning	Teachers Administrators	-Staff professional development time -Release time or compensation for teacher leaders to plan for PD	Begin 2018-19	Baseline data will come from STAR and Teacher Assessments Status: In Progress
	Utilize close reading of informational texts and the analysis of primary documents across the curriculum.	Teachers Administrators	-Staff professional development time -Release time or compensation for teacher leaders to plan for PD	Begin 2018-19	An increasing number of students will be able to effectively utilize close reading strategies to analyze information from a text Status: In Progress

	Develop CCSS-aligned writing instruction that includes discussion of main idea, purpose, intended audience, text structures, rhetorical devices, connotative word meanings, text accuracy and/or biases, etc.	Teachers Administrators	-Staff professional development time -Release time or compensation for teacher leaders to plan for PD	Begin 2018-19	Baseline data will come from STAR and Teacher Assessments Status: In Progress
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Action Item #8– UNITY will create a Comprehensive School Safety Plan, Parent/Student and Employee Handbook.

Goal(s)	Actions	Responsible Parties	Resources/Needs	Timeline	Measures of Success
Create a Comprehensive School Safety Plan to include the following Board Policies: (a) Child Abuse (b) Disaster Procedures (c) Suspension Expulsion Procedures (d) Sexual Harassment Policy (e) Dress Code Policy (f) School Discipline Policy	Create a clear, concise child abuse policy.	Administrators	Applicable laws, paper, pens, meeting space	June-December 2017	Board approved policy July 2018
	Create a clear, concise disaster procedure policy.	Administrators	Applicable laws, paper, pens, meeting space	June-December 2017	Board approved policy July 2018
	Create a clear, concise suspension and expulsion policy.	Administrators	Applicable laws, paper, pens, meeting space	June-December 2017	Board approved policy July 2018
	Create a clear, concise sexual harassment policy.	Administrators	Applicable laws, paper, pens, meeting space	January-June 2018	Board approved policy July 2018
	Create a clear, concise dress code policy.	Administrators	Applicable laws, paper, pens, meeting space	January-June 2018	Board approved policy July 2018
	Create a clear, concise school discipline policy.	Administrators	Applicable laws, paper, pens, meeting space	January-June 2018	Board approved policy July 2018
Create a comprehensive	Create a clear, concise Parent/Student Handbook	Administrators	Applicable policies, paper, pens, meeting space	June 2018	Board approved Parent/Student Handbook July 2018

Parent/Student Handbook PK-12					
Create a comprehensive Employee Handbook	Create a clear, concise Employee Handbook	Administrators	Applicable policies, paper, pens, meeting space	June 2018	Board approved Employee Handbook July 2018