

**ACTION PLAN TEMPLATE**

**Target:** Coventry High School will increase the number of students meeting proficiency on NECAP reading and writing assessments by 3%.

**Result Statement:** Students will meet proficiency on NECAP reading and writing assessments as a result of direct instruction across content areas.

| <p><b>Changes in student learning behavior:</b> What will students do to reach the identified result?</p>  | <p><b>Changing Instruction:</b> What will teachers do to ensure students reach the intended results?</p>  | <p><b>Monitoring Progress with Timelines and Adjustments:</b> How will teachers measure progress and make adjustments towards the changes in learning behavior and teaching that we want? How often will this occur? How will teachers inform and involve the principal, parents and SIT?</p>                            | <p><b>Collaboration and Support:</b> When will teachers find time to collaborate and discuss the information they get from monitoring to improve learning and teaching?</p>   | <p><b>Resources, School and District:</b> What school-wide and district supports and resources will be necessary to achieve the results of the action plan?</p>                   | <p><b>Evaluating Results/Reporting to Families and Community:</b> How will the school know if the students reach the intended results? In light of what we have learned, how will we revise the plan for next year? How will we share the results of this plan with the entire school community?</p>                                    |
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| <p>All incoming freshmen will take one uniform reading comprehension screening to assess their level of competency in quarter four of their eighth grade year.</p> | <p>ULSS, Reading, and Literacy teachers will continue to administer the reading comprehension screening to all incoming freshmen reading below grade level.</p> | <p>Screening will take place during the month of April.</p> <p>Results will be reported out to freshmen team teachers, the principal, and the assistant superintendent.</p> <p>Students who qualify for Literacy or Reading instruction will be tested as needed to monitor progress and make placement adjustments.</p> | <p>CHS teachers will meet with middle school teachers during the spring to ensure understanding of protocols and to disseminate materials.</p> <p>Literacy and Reading teachers will collaborate during release time on the development and writing of Personal Literacy Plans.</p> | <p>The district and school will allocate fiscal and human resources for the release time of Literacy and Reading teachers to review screening results several times per year.</p> | <p>A literacy assessment will be scored by middle school teachers prior to the grade nine scheduling process.</p> <p>Results will be housed on the district Q drive and distributed to freshmen team teachers as well as Literacy/Reading teachers.</p> <p>Parents and students will be notified of results via family conferences.</p> |
| <p>Students will read a variety of texts across</p>  | <p>Teachers will: Increase the use of</p>   | <p>ELA sub-committee will review NECAP reading</p>   | <p>ELA department members will collaborate</p>  | <p>The district and school will build a professional</p>  | <p>NECAP Assessment scores will be distributed</p>  |

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| <p><b>content areas with the understanding that lifelong reading facilitates lifelong learning.</b></p> <p><b>Students will utilize reading strategies across content areas to navigate unfamiliar texts.</b></p> | <p><b>informational texts appropriate to content area.</b></p> <p><b>Routinely incorporate response activities that enable students to demonstrate their understanding of concepts and ideas.</b></p> <p><b>At least twice per year have opportunities to attend professional development workshops and/or attend conference, which focus on reading instruction in the various content areas.</b></p> <p><b>Content area teachers will explicitly instruct students on how and when to use reading strategies to help them improve comprehension.</b></p> | <p><b>assessment results upon their release in order to monitor student progress.</b></p> <p><b>NECAP assessment results will be shared with the faculty at a Spring faculty meeting.</b></p> <p><b>Teachers will discuss student achievement during parent/teacher conferences at least two times per year.</b></p> | <p><b>during release time and CPT to brainstorm ways of improving reading instruction and testing results.</b></p> <p><b>Faculty members will have an opportunity to review progress during a Spring faculty meeting.</b></p> <p><b>ELA Sub committee members will survey the faculty, at least once per year, during a faculty meeting, in the interest of gathering information on the strategies used in various content areas to help improve reading comprehension.</b></p> | <p><b>learning community committed to excellence by:</b></p> <p><b>Allocating resources for the funding of reading strategy instruction programs, as well as teacher release time during which teachers will identify and share instructional strategies.</b></p> | <p><b>to students in Advisory at the beginning of Spring.</b></p> <p><b>Students will take the assessment results home to review with parents.</b></p> <p><b>Faculty members will have an opportunity to collaborate and assess progress on NECAP during a Spring faculty meeting.</b></p> <p><b>Based on the NECAP results, the ELA sub-committee will revise the action plan for the upcoming school year.</b></p> |
| <p><b>Students will complete summer reading requirements for each grade level.</b></p>  | <p><b>ELA Teachers will:</b></p> <p><b>Collaborate with students, parents, and librarians to be sure selections are appropriate in content and reading level.</b></p> <p><b>Distribute information to students and review</b></p>  | <p><b>Teachers will distribute and review summer reading requirements in June.</b></p>   | <p><b>ELA teachers will collaborate with the Summer Reading Committee during CPT in April and May to ensure selections are appropriate in content and reading level.</b></p>   | <p><b>School and district will allocate fiscal and human resources, and engage families and community by:</b></p> <p><b>Organizing a book fair with summer reading selections</b></p>   | <p><b>ELA teachers will discuss the results of summer reading assessments during CPT.</b></p> <p><b>Parents will be made aware of student performance via the first quarter progress report.</b></p>   |

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|  | summer reading requirements.  |  |  | Posting summer reading requirements on the district website, in town libraries, and in the school newsletter<br><br>Engage in promotional activities in May and June   | Based on results of summer reading assessments, the committee will meet again to revise lists and/or requirements.  |
| Students will complete three department generated tasks, at least two of which must be validated, for full year courses, and one validated task for semester courses.  | Teachers will continue to develop and administer content specific tasks for full year and semester courses.<br>Teachers will provide multiple opportunities for students to meet proficiency on validated and non-validated tasks.  | Teachers will update parents and the guidance department on task progress a minimum of two times per year via progress reports, report cards, and parent-teacher conferences.<br><br>Teachers will also update parents and guidance counselors at mid-year via Student Improvement Plans on students struggling to achieve standard. | Teachers will meet monthly during CPT to develop, revise, and align grade level tasks.<br><br>Administrators will afford adequate access to technology for both teachers and students for digitizing tasks.<br><br>Administrators will coordinate professional development opportunities for assisting staff in the digital portfolio process. | School and district will build a professional learning community committed to excellence by allocating fiscal and human resources for technology (scanners, flash drives, computers, printers), ensuring access for all students before, during, and after school.           | Update task alignment and validation will take place during both CPT and faculty meetings.<br><br>Faculty members will have an opportunity to collaborate and assess progress on NECAP writing scores during a Spring faculty meeting.<br><br>Students and parents will be made aware of task status via progress reports and report cards throughout the year. |
| Students will write in response to both informational and literary texts, demonstrating understanding and making and supporting analytical judgments.<br><br>Students will utilize common rubrics to guide their writing across content areas. | Teachers will:<br><br>Routinely incorporate written response activities that require students to demonstrate their understanding of concepts and ideas.<br><br>Assess students using school wide rubrics that align with the GSE's. | ELA sub-committee will review NECAP writing assessment results upon their release in order to monitor student progress.<br><br>Sub-committee will report out to faculty via the School Improvement Team in Spring.<br><br>Teachers will discuss student achievement  | ELA department members will collaborate during CPT to brainstorm ways of improving writing instruction and testing results.<br><br>Faculty members will have an opportunity to collaborate and assess progress during a Spring faculty meeting.  | School and district will allocate fiscal resources for:<br><br>Professional development and teacher release time for writing instruction in the content areas.<br><br>Professional development and teacher release time for calibration of student writing using school wide | Faculty members will have an opportunity to collaborate and assess progress on NECAP writing scores during a Spring faculty meeting.<br><br>Based on NECAP results, faculty will strategize ways of improving progress for the upcoming year.<br>Based on NECAP results,  |

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|  |  | <b>during family/teacher conferences at least two times per year.</b> |  | <b>rubrics. Professional development and teacher release time for developing common instructional strategies and language for writing instruction to support curriculum progression.</b> | <b>ELA sub-committee will revise the action plan for the upcoming school year.</b> |
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