

### Action Plan Sample

School Name: New Mexico Elementary School District: \_\_\_\_\_ Initial Date: \_\_\_\_\_

School Advisory Team Members and Roles (parents, grandparents, school staff, teachers, students, administrators): *Principal, Family Liaison, Social Worker, Teacher, Parents, others*

Strategic Engagement Vision Statement:

Our school will become a place where all families feel welcome and have access to community resources.

| Goal   | Activity/Strategy  | Person(s) Responsible                                       | Resources Needed                           | Comments/Evaluation   | Timeline                       |
|--|--|---|--|---|--------------------------------|
| Create a Welcoming and Respectful School Environment | Complete the <b>Welcoming All Families Evaluation Rubric</b> with the Parent School Improvement Team | Family Liaison and the Parent School Improvement Team       | -Copies of Rubric Tool<br>-team commitment | Use tool to reflect on growth and progress toward goal. Choose 2 areas to work on in September                            | Early September                |
| Create a Welcoming and Respectful School Environment | Assign committees of parents and staff to develop plans around 2 key areas                           | School Admin, staff, and the Parent School Improvement Team | - TBD                                      | The committees will develop a list of resources needed and a strategy for progressing in each area                        | Mid September                  |
| Create a Welcoming and Respectful School Environment | Implement strategies in each area  | Committees assigned to each area                            | - TBD                                      | Each member of the committees will be responsible for recruiting at least one other volunteer to enact the plan           | Mid-September to Early October |
| Create a Welcoming and Respectful School Environment | Assess progress in each area using the Eval Rubric   | Family Liaison and the Parent School Improvement Team       | -Copies of Rubric Tool<br>-team commitment | Team will reflect on progress and determine if more growth is needed in each area and strategize a new approach if needed | Late October                   |



### Action Plan Template

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School Advisory Team Members and Roles (parents, grandparents, school staff, teachers, students, administrators):

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Strategic Engagement Vision Statement:

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