

Action Plan Template

School Name: _____ District: _____ Initial Date: _____

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

Strategic Engagement Vision Statement:

Goal	Activity/Strategy	Person(s) Responsible	Resources Needed	Comments/Evaluation	Timeline



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 Welcoming All Families Evaluation Rubric with the Parent School Improvement Team	Family Liaison and the Parent School Improvement Team	-Copies of Rubric Tool -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 -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



