**Action Plan Template**

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **District:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Initial Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Plan Team Members** ***(school staff, students, families, Tribal partners, community members):***

**Action Team Vision Statement**

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| **GOAL** | **ACTIVITY / STRATEGY** | **PERSON (S)****RESPONSIBLE** | **RESOURCES NEEDED** | **COMMENTS/ EVALUATION** | **TIMELINE** |
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**Action Plan Template**

New Mexico Elementary School

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **District:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Initial Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Plan Team Members** ***(school staff, students, families, Tribal partners, community members):***

Principal, families, social worker, family liaison, grandparents, teachers

**Action Team Vision Statement**

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

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| **GOAL** | **ACTIVITY / STRATEGY** | **PERSON (S)****RESPONSIBLE** | **RESOURCES NEEDED** | **COMMENTS/ EVALUATION** | **TIMELINE** |
| Create a Welcoming and Respectful School Environment | Complete the**Welcome All Families Evaluation Rubric** with the Action Team | Family Liaison and the Action Plan Team | Copies of Rubric Tool-Team commitment | Use tools to reflect on growth and progress toward goals. Choose 2 areas to work on in September | Early September |
| Create a Welcoming and Respectful School Environment | Assign committees of family and staff to co-develop plans around 2 key areas | School Admin, staff, and the Action Plan 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 Action 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 |