

**WASCIP ACTION PLAN WORKSHEET \*\*\*\*\* Middle School #1**

**GOAL TARGETED: The \*\*\*\*\*Middle School will improve the intentionality in programming by the afterschool staff as measured by formal communication from the day school staff on grade level academic and homework needs.**

<b>Objective</b>	<b>Action Step(s)</b>	<b>Person(s) Responsible/ Responsibilities</b>	<b>Responsibilities of the WASCIP Coach (if applicable)</b>	<b>Completion Date</b>	<b>Resources to be Used for Action Step Implementation</b>	<b>WASCIP Self-Assessment Rating Targeted</b>
1. Facilitate communication from the day school staff to the afterschool staff regarding the academic needs of the students.	1. Review the Y4Y Communication and Collaboration Checklist and Alignment Strategies Worksheet. Review in-person and written methods to gather academic needs of the youth.	Jill Kathy Kristy	Review Y4Y tools with team. Provide methods to gather academic needs of the youth.	2/8/10	Y4Y.ed.gov  Resources from Coach	Emerging
	2. Create a communication/academic needs document for the day school staff. Decide how often the communication should take place.	Jill Kathy Kristy	Guide process	2/8/10	Beyond the Bell Tool 34 p. 108  Y4Y tool: School Day Log Book	
	3. Communicate use of document with the day	Jill Kristy		2/16/10 2/17/10		

	school staff during the all staff meetings.					
	4. Communicate use of document with the afterschool staff.	Jill Kristy		2/16/10 2/17/10		
	5. Implement communication			3/2/10		
Objective	Action Step(s)	Person(s) Responsible/ Responsibilities	Responsibilities of the Coach	Completion Date	Resources to be Used for Action Step Implementation	WASCIP Self-Assessment Rating Targeted
2. Facilitate communication regarding student homework progress from the afterschool staff to the day school.	1. Review the BtB homework sharing tool.	Kathy Kristy Jill	Guide the process	2/8/10	BtB Tool "Y" p. 229	
	2. Adapt tool to fit the needs of **** CLC.	Jill Kristy Kathy	Guide the process	2/8/10		

	3. Share the tool with the afterschool staff.	Kristy		2/16/10 2/17/10		
	4. Share the tool with the day school staff in all staff meeting.	Kristy Jill		3/1/10		
	5. Implement the use of the tool.	All		3/2/10		