

Action Plan to Implement WestEd
Recommendations for Improving the
SCCOE Alternative Education Program

Submitted to:

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Action Plan Summary

June 1, 2011



Santa Clara County
Office of Education

West Ed Recommendation	Action Currently in Progress	Next Step Action Items	Who Is Responsible?	When?
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#1 For SCCOE’s Alternative Education Department reform to be successful, reform should proceed from the ground up and be teacher based.				3-Year Plan 2011-2014
Stakeholder Input				
Customize curriculum and programs to meet needs of the “whole child”—not just academics				
	Reviewed mission and vision of Alternative Education “The Road to Success” at All-Staff In-service in November 2010	Revisit the current mission and vision to clarify the purpose and goals for the SCCOE Juvenile Court and Community Schools	Director/ Principals/ Teachers/ TACAC	August 2011- June 2014
	Arts Connect Program available to all Court and Community School sites	Continue arts program at all court and community schools	Principals	August 2011-June 2014
	Community Youth Outreach Programs (CYO) – Youth Intervention Specialist (YIS) at all Community School sites	Continue to offer Gang Intervention Resources and Programs at community schools	Director/ Principals	August 2011-June 2014
	Drug Prevention Education program at all sites (TND)	Identify a more engaging Drug Prevention Education provider to be placed at each community school site	Coordinated School Health Coordinator/ Principals	August 2011

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	Researching potential dependency counseling providers	Provide a dependency counselor at each community school site	Director/Principals	October 2011
	One licensed therapist and three Miri Counselor Interns provided at four sites	Provide counseling to address social and emotional needs of students at each community school site	Director/Principals	October 2011
		Research and implement Character-Based Education (Life Skills) program that focuses on the development of behavioral skills that will support students in different situations of life	Counselors/ Principals/ Teachers/	January 2012
	Counselors sponsored several field trips to San Jose State University for community school students	Contact local community and vocational colleges to develop partnerships	Counselors/ Teacher Leaders/ Principals	January 2012
	Site assemblies to review school policies, discuss upcoming events, review expectations, and address student concerns at various sites	Implement weekly assemblies at each site to address “non-academic” topics and issues	Principals/ Teachers/ Students	August 2011-June 2014
	Job searching and college planning provided for students at various sites	Research funding and means for providing after school assistance to students in job searching and college	Director/Counselors/ Principals	October 2011

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		planning at selected sites		
	All Court and Community School students participated in the Healthy Kid survey as well as the 2010-2011 Developmental Asset Survey conducted by Project Cornerstone	Review data from the Healthy Kid survey as well as the 2010-2011 Developmental Asset Survey conducted by Project Cornerstone at all sites and use the information to help make site-based decisions regarding students' health and well-being	Site Staff /Principal	October 2011
	Workshop on cultural awareness conducted at All-Staff In-service in March 2011	Provide comprehensive training for staff on cultural awareness and strategies for addressing students' and staff needs	Director/ Principals	August 2011-June 2014
	Team teaching across curriculum at Novo (e.g. math and construction)	Research team teaching models to provide support and consistency across the sites and expand to one additional site	Principals/Teacher Leaders/ Teachers	January 2012
	Special Education teachers work with students and support teachers in the classroom	Implement a co-teaching model at Juvenile Hall where the Special Education teacher works in collaboration with the Regular Education teacher to support students in the mainstream classrooms (modeled after program in San Diego County Office of	Special Education Program Specialist/ Principals	January 2012

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		Education)		
	Adobe Youth Voices (Project-Based Learning) Program implemented at one community and one court school	Expand Adobe Youth Voices (Project-Based Learning)Program to at least one additional court and community school	Principals/Teachers	August 2011-June 2012
	After School CAHSEE Prep and Credit Recovery Programs offered at multiple sites (e.g. Revolution Prep, Aavanza, AVENTA, Cyber High)	Continue and expand offering after school CAHSEE Prep and Credit Recovery Programs at all sites	Principals/Teachers	August 2011-June 2012
	Planned Parenthood Sex Education program provided at two sites	Expand Planned Parenthood Sex Education Program to multiple sites	School Health Coordinator/ Principals	August 2011- June 2012
	Common school dress practice at Novo	Expand Common school dress practice to one additional community school	Principals/Teachers	August 2011
	Students participated in Pro Com Basketball League at multiple Community Schools	Explore expanding the Pro Com League to include other sports (e.g. soccer)	Counselors/Teachers/ Principals	August 2011-June 2012
		Explore with the Santa Clara County Probation Department the ability to improve track and field at court	Principal/ Teacher Leaders	January 2012

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		schools		
Expect teachers to be accountable and achieve high standards				
		Implement an instructional model that includes a focus on learning and language objectives as well as research -based best practices for student engagement	Educational Services (ESB) Coordinators/ Teacher Leaders/ Principals	August 2011-June 2014
		Identify quarterly power standards (CCSS) in English Language Arts to be taught by every teacher	EL Coordinator/ ESB Coordinator/ Teacher Leaders	August 2011-June 2014
		Teachers will meet with site principals to identify instructional goals for the school year and participate in quarterly self-reflection utilizing identified tools	Teachers in collaboration with principals	Quarter 1 completion by July 2011; ongoing
	Structured department meetings at Osborne led by staff	Continue structured department meetings led by staff at Osborne and other sites	Principals/ Teachers	Aug 2011-June 2012
		Calendar regular informal classroom observations (minimum of twice a	Principals /Teachers	Aug 2011-June 2012

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		month) coordinated between teacher and principal		
	Weekly department reminders sent via email out to all staff from Director's office	Improve process of communication between all sites and the COE (e.g. monthly e-newsletter, Wiki message boards)	Director/Principals/ Teacher Leaders	August 2011
		Explore a system of peer accountability to implement at all sites	Teachers/ Principals	January 2012
Value teachers and give them a voice				
	Creation of the Teacher and Classified Advisory Committee (TACAC)	Develop a protocol for staff to give input to the TACAC and Director	Teachers/ Principals/ TACAC/Director	August 2011
	Appreciation and celebration at two Staff In-services	Implement a quarterly staff recognition	Director / Principals	August 2011-June 2014
	Staff Participation at meetings in an open and trusting environment at multiple sites	Promote staff participation through an open and trusting environment at all sites and at district meetings	Teachers/ Principals/ Director	August 2011-June 2014
	Provided an opportunity for teacher leaders to form an English Learner (EL) Task Force to support EL students at all	Create leadership opportunities for all staff at all sites, with direct and open encouragement and support	Principals/ Director	Aug 2011-June 2012

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	sites			
	Monthly staff meetings at sites	Expand site meetings to include time for staff collaboration	Director/ Principals	August 2011-June 2014
		Create a protocol for selecting a Teacher of the Year Award at each site and department –wide	/Principals/ Teachers / TACAC/Director	October 2011

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#2 SCCOE should spearhead the coordination of services among a greater number of community agencies and individuals invested in improving circumstances for alternative education students.				
Stakeholder Input				
Develop an action plan for service coordination				
		Establish a Coordinated School Support team that meets regularly to discuss how to provide extra support and services to our students	School Health Coordinator/ Director/ Principals/ Site Staff/ Support Providers	October 2011
	Free mobile medical services provided to students at community schools	Use the Coordinated School Support Team to find additional medical and mental health services for students	School Health Coordinator/ Coordinated School Support Team /Director/ Principals	October 2011
	Director and Chief Schools Officer regularly attend Mayor's Gang Task Force Strategic Planning and Policy Meetings	Continue Alternative Education Department representation at the Mayor's Gang Task Force Policy Meeting	Chief Schools Officer/ Director	August 2011-June 2012
	Director and Principal regularly attend Mayor's Gang Task Force	Principals will rotate attendance at the monthly Mayor's Gang Task	Principals and Director	August 2011-June 2012

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	Technical Meeting (MGTF-TM)	Force Technical Meeting (MGTF-TM)		
	Alternative Education Department was represented at the 2011 San Jose Gang Summit	Encourage involvement of school counselors, lead teachers, and support providers in the yearly San Jose Gang Summit	Principals/ Director	January 2012
Convene coordination of team meetings				
		Convene a community stakeholders round table twice a year (SJPD, CYO, Probation, Mental Health, District Attorney's Office, Mayor's Office, and CBOs)	Director/ Chief of Schools/ Deputy Superintendent	December 2011 & May 2012
	Probation meets regularly with Alternative Education staff at the court schools	Coordinate quarterly meetings with the Probation Department to discuss needs at court and community schools	Director/ Principals/ Probation Department	
	The Probation Department has an established office at one community school	Continue the Memorandum of Understanding (MOU) with the Probation Department to provide a presence at the community schools	Director/ Probation Department	August 2011-June 2014
		Coordinate quarterly site-based meetings of all supportive resources (e.g. Mental Health, Gang Intervention Services, SJPD, COE Administrators) to discuss the needs	Director/ Principals/ SJPD/ Support Providers/ Site Staff	August 2011-June 2014

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		of students		
Communicate with stakeholders				
		Develop a comprehensive matrix of services to send out to all to Alternative Education Staff and service providers	Coordinated School Support Team/ School Health Coordinator/ Director/ Principals	September 2011
		Survey parents/students/ stakeholders annually to determine needs	Director/ Chief Schools Officer/ Principals	August 2011-June 2014

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#3 SCCOE should develop a coordinated system of service delivery so that all staff, students, parents and referring districts are aware of supports available.				
Stakeholder Input				
Communicate with stakeholders				
	Bi-monthly meetings are held with representatives from the feeder districts that refer students to the Alternative Education Department	Continue the bi-monthly meetings with the feeder districts with a rotating schedule of principals participating	Director/ Principals	Aug 2011-June 2012
		Develop a comprehensive matrix of services to send out to all to Alternative Education Staff and service providers	Coordinated School Support Team/ School Health Coordinator/ Director/ Principals	September 2011
		Distribute a quarterly newsletter for parents and other stakeholders at all sites.	Director/ Principal / Teachers/	Aug 2011-June 2012
		Develop a brochure detailing the schools and services provided in the Alternative Education Department to have available at all sites	Principals/ Transition Coordinator/ Director	January 2012

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	Attendance Coordinator and Principals visited the homes of students in community schools.	Each school site will explore ways to make home visits at least once a quarter	Principals /Staff	Aug 2011-June 2012
	Regular School Site Council meetings held for court and community schools	Create a Parent Engagement Program via a Bilingual Parent Liaison	Parent Liaison/ Director/ Coordinator of Categorical Programs	August 2011
		Host an open house twice a year at Juvenile Hall	Principal/ Director/ Probation	November 2011
Connect students and their families with services; Develop a model intake and induction system				
	Create intake/induction/exit flow chart that also builds actions (roles/responsibilities of all stakeholders) in response to specific issues that may occur along the continuum of the flow chart	Continue the development of intake/exit document	Chief Schools Officer/Director/ Transition Coordinator	Aug 2011
	Site level intake with school staff and student/parents	Coordinate the intake process to be more uniformed across the community schools , ensuring that initial assessments are administered prior to class placement	Transition Coordinator/ Principals/ Counselors/ School Office Coordinators (SOCs)	Aug 2011

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		Create a clear and consistent communication protocol and process to ensure students' records and pertinent documents from school to school and district to district follow them through the Alternative Education Department	Transition Coordinator/ Principals/ Counselors/ School Office Coordinators (SOCs)/ Director	August 2011
	A Transition Coordinator mans the Transition Center for Alternative Ed	Expand the Transition Center to support the work of the Transition Coordinator	Director/Transition Coordinator	Aug 2011
	Black Board Connect is used to communicate with parents(bilingual) regarding important school information, events, and student attendance	Expand Black Board Connect to include additional languages	SCCOE Communications Office/ SOCs	Aug 2011

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#4 SCCOE should create a stronger sense of community in Alternative Education Program				
Stakeholder Input				
Listen to stakeholders				
		Develop a student leadership team at every site	Principals/ Teacher Leaders	Oct 2011
	Formed a Teacher and Classified Advisory Committee (TACAC)	Continue working with TACAC to discuss best practices for student success	Director / TACAC	June 2011-June 2012
		Develop and implement an annual survey at each site to assess needs of parents, students and staff	Principals/TACAC/ Director	January 2012
	Regular School Site Council and English Language Advisory Committee held monthly	Continue monthly meetings and create an annual calendar for advance notices in order to increase parent participation in School Site Council and English Language Advisory Committee meetings held monthly	Principals/ Coordinator of Categorical Programs	August 2011
	Held public hearings, community round table, and student forums to gather input for West Ed	Create and implement the West Ed Action Plan based on input from the stakeholder communications	Director/ EL Coordinator/ Principals	May 2011-June 2014

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	Recommendations			
Maintain safety and address needs of the “whole child”				
		Create a monthly student rewards and recognition program at every site	Teachers/Principals	Sept 2011
	On site individual counseling available at four community school sites	Expand mental health and drug counseling to all community schools	Director/Principals/ Outside Agencies	August 2011- June 2012
		Create opportunities for guest speakers and assemblies at all sites based on safety and whole child development	Director/Principals/ Outside Agencies/ Counselors/ Teachers	Aug 2011-June 2014
	SJPD or security officers provided at all community schools	Continue resource services with San Jose Police Department	Director/ SJPD Liaison/ Principals	August 2011- June 2014
More electives, extra-curricular activities, field trips, and project-based learning				
	Adobe Voices implemented at two sites	Expand Adobe Voices Program to additional sites	Director/Principals/ Instructional Technology Coordinator/ Teachers/	Aug 2011- June 2012

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	"Traveling Field Trips" being brought to Osborne, some community schools taking multiple field trips	Provide up to two field trips a year for community schools	Principals/Teachers	Aug 2011- June 2012
	Academic Counselor took students on field trips to various local colleges	Expand extracurricular activities and field trips to include additional Bay Area colleges and universities (e.g. Stanford)	Counselor/Principals	Aug 2011- June 2012
	Service Learning has been added as a graduation requirement as of the class of 2012	Create and provide volunteer opportunities for staff and students to interact off-campus (e.g. Community Service Projects)	Principals/Counselors/ Teachers/Service Providers	Aug 2011- June 2012
		Explore developing a system of mentors/internships with local businesses and community members	Director/Principals/ Outside Agencies/ Counselors/ Teachers	August 2011- June 2014
		Increase use of credit recovery/CAHSEE/GED prep programs in order to open more space in master schedules of community schools	Principals/Counselors/ Teachers	August 2011- June 2014

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	Graphic Arts and Construction offered at one community school	Implement a minimum of one CTE course at each site	Principal/ SCCOE CTE Coordinator	August 2011- June 2014

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#5 To ensure fidelity of curriculum implementation, SCCOE should consider slowing down the training implementation schedule of the new curriculum				
Stakeholder Input				
Address pace and intensity of professional development				
		Identify 2-3 specific focus areas for professional development	Director/Principals/TACAC/Teacher Leaders	June 2011-Aug 2011
	Decreased number of content-focused professional development days that staff had to attend at the COE	Shift the location of weekly professional development time to be more site-based	Director/Principals/TACAC/Teacher Leaders	August 2011-June 2012
	TACAC along with Director of Alternative Ed and Educational Services Director are reviewing Structure and Content of professional development for the 2011-2012 school year	Shift the structure of professional development from whole staff to small groups held at individual sites	Director/Principals/TACAC/Teacher Leaders	August 2011-June 2012
Communicate with teaching staff				
		Create a professional development bulletin board at each site	SOCs/Principals	August 2011-June 2012

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		announcing professional seminars, workshops, and conferences for teacher participation		
	Monthly staff meetings held at each site	Increase site staff meetings to twice a month	Principals/Teachers	August 2011-June 2012
Develop skills/ knowledge of teachers to enhance learning				
	Current professional development is focused on core academic program	Expand professional development topics to include social and emotional well being of students as well as cultural awareness and diversity training	Education Services (ESB)/ Director/Principals	August 2011-June 2014
	Alternative Education Teachers participate in weekly professional development at the COE	Hold more professional development opportunities at the sites so that topics can be focused to the needs of the individual sites	Education Services (ESB)/ Director/Principals	August 2011

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#6 SCCOE needs to create more positive relationships among staff and between staff and students				
Stakeholder Input				
Demonstrate respect and communication				
		Create more opportunities for staff to visit other sites	Principals/ Teachers	August 2011-June 2012
	Student of the Month awarded at some sites and at district level	Explore the possibility of quarterly recognition of Alternative Education student at school board meetings	School board/ Principals	August 2011-June 2012
		Develop a system of communication and feedback to and from the TACAC meetings	TACAC/ Director	August 2011-June 2012
Recognize the progress being made				
	Through the creation of the West Ed Action Plan the Alternative Education Department is recognizing the current progress			

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		Invite COE support staff & County Board members to visit Alternative Education sites to see progress being made	Director/Chief of Schools/Principals	June 2011-July 2011
Work together as a team				
		Explore possibility of an All-Staff retreat at Walden West for the beginning of the 2011-2012 school year	Director/Chief of Schools/Principals	June 2011-July 2011
		Include classified staff in trainings and professional development opportunities	Education Services (ESB)/ Director/Principals	June 2011-July 2011