

Sample Completed Action Worksheets

1. **Issue (Problem):** Few African-American students in advanced classes.

- *Math teachers rarely give homework and only use report card as basis for recommending students for advanced classes, as opposed to test scores and other assessments.*
- *Two parents tried to request that their children be placed in advanced math but teachers discouraged them.*

2. **Action Idea (Potential Solution):**

Specific (who, what, where, and how)

Measurable (what numbers can be used to measure accomplishment?)

Agreed Upon (can parent volunteers, teachers, students, and administrators agree on it?)

Realistic (is it achievable with the human and financial resources available?)

Timely (what is the time frame?)

Form a math task force by inviting African American and Latino parents to join administrators in addressing the problem. The math task force can work together to hold a family math night once a month, a homework help line for math questions, and review school policies regarding advanced classes.

3. **Which Barriers (Causes of the Problem) discussed in the Study Circle does the Action Idea (Potential Solution) address? Give specific examples.**

Parents aren't equipped to help students with homework, leading students to struggle and teachers to stop assigning homework; parents aren't aware of the options for math and of their rights in advocating for their children; some school policies are not fair.

4. **How does this Action Idea (Potential Solution) address the Barriers (Causes of the Problem) ?**

The homework club and help line will address the homework problem. The task force will review and work to adjust the policies.

5. **If this Action Idea (Potential Solution) is implemented, how will we know it is successful?**

It will take time, but we will know it's successful if students complete more homework (monitor teacher records), if the homework club and help line are used consistently during the year, and if there are more kids in advanced classes the following year.

6. **What specific next steps do we need to take to implement this Action Idea (Potential Solution)?**

- How will we get people involved in implementing?
 - *Frequent communication and specific responsibilities.*
- How will we publicize it to encourage participation?
 - *Flyers, phone calls, and emails*
- How will we monitor its progress?
 - *Monthly report on homework that is published in school newsletter.*
- How will it be funded?
 - *PTA will contribute snacks for math night. SSL middle school students to serve as tutors.*

- Where will it happen?
 - *Different locations in the school*

7. Who needs to be involved in implementing the action idea (not necessarily only people in the Study Circle)? List specific names if possible.

Math teachers, Janie, Katrina, Joseph, Lily, principal.

8. What is the time frame for this plan?

Next meeting October 1
Other deadline _____
Other deadline _____
Launch date _____

9. How can we keep this going?

What might get in the way?

Schedule conflicts, other commitments

How can we address these challenges?

Assign one person to serve as coordinator and be responsible for scheduling and communication

10. Who will be responsible for the next steps?

Lead math teacher.