Hamilton Local School District
ACTION PLANNING TOOL

Goal(s): Meet the individual Need of Every IEP Student
PLC: Special Education Dept
Administrative Approval:_____Miller_____Date: May 16, 2012_____

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline
Teach or utilize all 48 minutes of all periods.	**Teaching staff and administration**		**Classroom teachers and special education department**	**Students, administration**	**August 2012-June 2013**
Check for understanding with every student	**Teaching staff (TEAM), short cycle assessments, kamico**		**Classroom teachers and special education department**	**Students**	**August 2012-June 2013**
100% student engagement is expected	**Classroom management procedures, building-wide discipline plan, assistant principal**	**Timer to keep student on task for a specified period of time, chunking material for completion in steps**	**Special education department and classroom teachers**	**Students**	**August 2012-June 2013**
Know all sub-groups	**Teaching staff (TEAM), administration, DASL, progress book, state report card data, short cycle assessments, kamico**	**Teaching staff (TEAM)**	**Special education department, Administration**	**Guidance counselors**	**August 2012-June 2013**
Use OGT Problem of the Week questions in Resource Math and English and OGT questions in other content areas during the Advisory Period in order to help students increase their logical processing and reasoning skills	**Prior OGT questions from the ODE site, Problem of the Week template, dividing tabs for OGT binder**	**ODE site, current Math and English binders**, OGT question binder for all content areas	**Special Education department**	**Teaching staff, students**	**August 2012-June 2013**
Consult with general education teachers for OGT strategies (analyzing questions	Prior OGT questions from ODE site	ODE site	Special Education department, general education teaching staff	Administration, students	August 2012-June 2013

and choices)					
Provide support for general education students placed in inclusion classes due to non-proficient scores on OGTs.	**Placement of at-risk students in inclusion core classes**	**Guidance and administration scheduling**	**Special education department, administration, guidance department**	**General education staff**	**August 2012-June 2013**
Increase functional math skills of each student	**Functional math skill checklists/assessments (banking, budgeting, making change, determining savings on coupons, etc) (CC classroom all year, 4th quarter Math Resource Room)**	**Teacher resources in the special education department**	**Special education department**	**General Ed. teachers**	**August 2012-June 2013**
Prepare students for postsecondary education and/or employment	**Transition assessments and career interest surveys, community based learning & Ranger Café (CC classroom)**	**Teacher resources, Brigance Transition Skills Inventory, Bureau of Vocational Rehabilitation contacts, OCIS sorts and assessments**	**Special education department, Transition coordinator**	**Administration, Teaching staff (TEAM), English department**	**August 2012-June 2013**

Parent night to present post-secondary options for students on IEPs (same night as the conference college fair)	**Representatives from local agencies**
	  - Cols. State
	  - BVR
	  - FCBDD
	  - Career center
	  - other local colleges and tech centers
	Location
	Refreshments
	Incentives (grocery cards, etc)
		Guidance counselors
		
		Mrs. Smith
		
		Spec. ed. Staff
			Spec. Ed. Department
			
			Administrators
				Administrators	**August 2012-June 2013**

College resource binder for Offices of Student Disability Services (resource binder of Columbus State programs and two year programs for nursing programs)	**Contact person/office and phone number for each college, list of information students need to have available (current IEP and MFE with accurate and up-to-date test data), space for display of material in the library media room**	**OCIS data on colleges and contact information**	**Special Ed. Department**	**Guidance counselors**	**August 2012 – June 2013**
Weekly progress reports with grades and missing assignments indicated (passed out every Friday) Used to also increase parent communication	**Current grades and assignments on Progress Book**	**Progress Book, teacher information**	**Special Ed. department**	**Library aides to pass out reports**	**August 2012 – June 2013**