**Fulton County Schools 2014-2015 Comprehensive School Counseling Department Action Plan**

Northview High School

Renee Ferrerio

School Counselor (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Program Foundation and Delivery**­­­­­­­­­­­­­­­­­­­­­­­

**Annual School Counseling Program Assessment completed (ASCA National Model p. 59)? Yes No**

X

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| **School Counseling Program Mission Statement** |
| **The Northview Counseling Department works in conjunction with stakeholders to provide equity, access, and success for all students regardless of ethnicity, socioeconomic standing, religion, gender, sexual orientation or any other term to indicate otherness. Through implementation of a comprehensive counseling program that encompasses all aspects of college and career readiness, students will become productive members of society who accept responsibility for their actions and reverence for others. In our counseling program we strive to create a safe, personalized, and supportive environment that fosters tolerance and respect for each student who enters our school community.** |

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| **School Counseling Program Vision Statement** |
| **The NHS Counseling Department sees all NHS students as future productive members of society who have incorporated the 21st century skills necessary to be successful in post-secondary options and the workforce. Students will grow continually through numerous opportunities while obtaining lifelong dynamic skills for achievement in the world.** |

**School Counseling Program Goals and Action Plans**

**\*\*In the section below enter your program goals (2 to 3 total) and provide the comprehensive action plans for achieving your goals. You will include all lessons, activities, interventions, etc.**

**Goal 1:**

Northview’s retention rate will decrease 2% by the end of the 2014-2015 school year.

47 out of 1915 students are retained as of 9/2/14 or 2% of the student body

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| **Grade Level** | **Lesson Topic** | **Lesson Will Be Presented In Which Class/ Subject** | **ASCA Domain, Standard and Competency** | **Curriculum and Materials** | **Projected Start/End** | **Process Data (Projected number of students affected)** | **Perception Data (Type of surveys/ assessments to be used)** | **Outcome Data (Achievement, attendance and/or behavior data to be collected)** |
| 9-12 | Back on Track Group | Small Group |  |  | 9/17/14, 10/27/14, 11/13/14, & 12/10/14 |  |  |  |
| 9 & 10 | 4 year planning meetings | All |  |  | 3/3/15 and 3/4/15 |  |  |  |
| 11 | Junior status Conferences | Junior Individual Conference |  |  | October 2014- January 2014 |  |  |  |
| 9-12 | Parent Teacher conferences |  |  |  | 8/11/14-5/22/15 |  |  |  |
| 9-12 | Taco Bell Foundation for Teens |  |  |  |  |  |  |  |
| 9 & 10 | Early Edge Program |  |  |  |  |  |  |  |
| 9 & 11 | Career Advisement through GCIS |  |  |  | 10/22/14, 10/25/14 & 10/26/14- 9th11/3/14, 11/4/14, & 11/6/14- 11th  |   |  |  |
| 9-12 | Career Small Groups |  |  |  | 9/29/14-10/24/141/20/15-2/13/15 |  |  |  |
| 9-12 | Career Fair and Career Week |  |  |  | 2/9/15-2/13/15Fair- 2/11/15 |  |  |  |
| 9 | Summer Boot Camp for Rising 9th Graders |  |  |  | 7/28-7/29/14 |  |  |  |
| 8 | RTMS Transition Activities for rising 9th graders |  |  |  | 2/19/15 & 2/25/15 |  |  |  |
| 8 | RTMS Transition Parent Night for rising 9th graders |  |  |  | 2/25/15 |  |  |  |
| 9 | 9th Advisement |  |  |  | 09/30/14 |  |  |  |
| 10 | 10th Advisement |  |  |  | 10/1/14 |  |  |  |
| 11 | 11th Advisement |  |  |  | Fall 10/2/14 & Spring 4/23/15 |  |  |  |
| 9-10 | 9th and 10th Parent Night |  |  |  | 10/1/14 |  |  |  |
| 11 | Junior Parent Night |  |  |  | 10/2/14 |  |  |  |
| 9 | Freshman Balance group |  |  |  | 9/2/14-9/26/14 |  |  |  |
| 9-12 | Virtual Lab Coordination |  |  |  | 8/11/14-5/22/15 |  |  |  |

**Goal 2:**

By the end of the 2014-2015 school year, Seniors in class of 2015 applying to at least one college will increase by 2%.

 92.5% of the senior class or 430 of NHS seniors applied to at least one college in the 2013-2014 school year. 35 seniors did not apply to any colleges.

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| **Grade Level** | **Lesson Topic** | **Lesson Will Be Presented In Which Class/ Subject** | **ASCA Domain, Standard and Competency** | **Curriculum and Materials** | **Projected Start/End** | **Process Data (Projected number of students affected)** | **Perception Data (Type of surveys/ assessments to be used)** | **Outcome Data (Achievement, attendance and/or behavior data to be collected)** |
|  12 | Georgia Apply to College Day  |   |   |   | 11/12/14 |  |  |  |
| 12 | Letter of Recommendation Training |  |  |  | 8/5/14 |  |  |  |
| 10-12 | Princeton Review Assessment with Parent Feedback Sessions |  |  |  | 9/6/14 & 9/13/142/21/15 & 2/28/153/21/15 & 3/28/15 |  |  |  |
| 11 | Dual Enrollment Night |  |  |  | 2/5/15 |  |  |  |
|  12 |  Mini College Workshops |   |   |   | 9/5/149/17/149/25/1410/7/14  |   |   |   |
| 8-11 | AP Night |  |  |  | 1/22/15 |  |  |  |
| 12 | GSFC Financial Aid Night |  |  |  | 1/15/15 |  |  |  |
| 12 |  Senior Advisement |   |   |   | Fall 8/28/14 & Spring 4/22/15 |   |   |   |
| 12 | Sr Advisement Parent Night |  |  |  | 8/28/14 |  |  |  |
| 9-11 | PSAT Score Interpretation Night |  |  |  | 1/13/15 |  |  |  |
| 12 | Essay Writing Lab |  |  |  | 8/11/14-5/22/15 |  |  |  |
| 9-12 | College Theme Week |  |  |  | 11/10/14- 11/14/14 |  |  |  |
| 11 & 12 | College Admissions Visits |  |  |  | 8/11/14-5/22/15 |  |  |  |

**Goal 3:**

By the end of the 2014-2015 school year, discipline referrals for harassment, bigotry, fighting and bullying will decrease by 2%

In the 2013-2014 school year, 21 of our 508 discipline referrals fell into the category of harassment, bigotry, fighting and bullying or 4% of all referrals.

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| **Grade Level** | **Lesson Topic** | **Lesson Will Be Presented In Which Class/ Subject** | **ASCA Domain, Standard and Competency** | **Curriculum and Materials** | **Projected Start/End** | **Process Data (Projected number of students affected)** | **Perception Data (Type of surveys/ assessments to be used)** | **Outcome Data (Achievement, attendance and/or behavior data to be collected)** |
| 9-12 |  Submit Documentary |   |   |   |  9/11/14 |  |  |  |
| 9-12 |  No Place for Hate Pledge |   |   |   |   |   |   |   |
| 9-12 | Safe Schools Coalition Training |  |  |  | 8/5/14 |  |  |  |
| 9-12 | Mix it Up Day  |   |   |   |  10/28/14 |   |   |   |
| 9-12 | Stomp out Bullying Day |  |  |  | 10/6/14 |  |  |  |
| 9-12 | Cyber Ally training |  |  |  |  |  |  |  |
| 9-12 | Anger Management Boys Groups |  |  |  | 10/27/14-12/12/14 |  |  |  |
| 9-12 | Self Esteem Girls Small Group |  |  |  | 10/27/14-12/12/14 |  |  |  |
| 11 & 12 | Signs of Suicide Training |  |  |  | 10/21-10/22/14 |  |  |  |
| 9-12 | Religious Calendar |  |  |  | 8/11/14-5/22/15 |  |  |  |
| 9-12 | Activities for Women’s Week with Women of the World club |  |  |  | 3/9/15-3/13/14 |  |  |  |
| 9-12 | Activities for Stress and Anxiety Week with BETA club |  |  |  | 9/29/14-10/3/14 |  |  |  |
| 9-12 | Parenting Forums on Stress, Anxiety and Raising Resilient Teens |  |  |  | 9/23/14,10/28/14, 12/2/14 |  |  |  |
| 9-12 | Activities for Gay Straight Alliance Week leading up to Day of Silence |  |  |  | 4/13/15-4/17/15 |  |  |  |
| 9-12 | Day of Silence |  |  |  | 4/17/15 |  |  |  |
| 9-12 | Leadership Small groups |  |  |  | 12th 9/2/14-9/26/1411th 9/29/14-10/24/1410th1/20/15-2/13/159th 2/17/15-3/13/15 |  |  |  |
| 9-12 | Needs Assessment |  |  |  | 9/3/14 |  |  |  |

**School Counseling Annual Calendar**

**\*\*The annual calendar should contain all school counseling activities that are coordinated and/or delivered by the school counselor(s). This includes, but is not limited to the following: Classroom counseling lessons, small group counseling, individual counseling (list in the year round section), parent nights, open house, student/parent/teacher meetings, standardized test dates, college and career nights, and other evening activities provided through the school/ community.**

**Your Comprehensive School Counseling Department Action Plan MUST include the following Fulton School District mandated programs and services and should be listed on your calendar:**

* **Bullying Prevention/Intervention Programs and Services (Conflict Resolution)**
* **Career Counseling Programs and Services (include GCIS activities for 6th - 12th); (include Career Pathway Lessons for 1st – 5th)**
* **College and Career Readiness Programs and Services**
* **Transition Plans (includes 5th, 8th and 12th grade students)**
* **Signs of Suicide (MS/HS only)**
* **Think First, Stay Safe (ES only)**

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| **August*** July 28 & 29 Princeton Review Academic Boot Camp for rising 9th
* August 5- Safe Schools Coalition Training for Faculty
* August 5- Letters of Recommendation training for Faculty
* August 20- End Of Course retest
* August 28- 12th Core Curriculum- College Application Process in Computer Labs **Sr Lit Classes**
* August 28- 12th Grade Parent Night
 | **September*** September 2-5 No PLACE FOR HATE kickoff
* September 2-NHS Curriculum Night
* September 2-26 Senior Leadership Small Group
* September 2-26- Freshmen Balance Small Group
* September 3- Needs Assessment School Wide Homeroom
* September 5- Mini Workshop **Acing the Common Application**
* September 6- Princeton Review Assessment
* September 8-9 GHSGT Retest
* September 10- “Submit” Documentary on cyber bullying school wide
* September 10-Race to Nowhere viewing
* September 12- RAMP Camp
* September 13- Princeton Review Assessment Parent feedback session
* September 14-21- NACAC Conference (RF and LA)
* September 17- Back on Track Small Group
* September 17- Mini Workshop **Nuances of the College Essay**
* **September 23-** Parent Forum oncommunicating with your teen
* September 24- GHSGT Writing for juniors
* September 25- Mini Workshop **Secrets to Your Admissions Scorecard**
* September 29-October 24- Junior Leadership Small Group
* September 29- October 24- Career Small Group
* September 29-October 3- Stress and Anxiety Week
* September 30- 9th Grade Core Curriculum 8-4 **9th Lit Classes**
 | **October*** October 1- 10th Grade Core Curriculum 8-4 **10th Lit Classes**
* October 1- 9th and 10th Parent Night
* October 2- 11th Grade Core Curriculum **11th Lit Classes**
* October 2 - 11th Parent Night 6:30pm Theater
* October Junior Status Conferences
* October 6- STOMP Out Bullying Day
* October 7- Mini Workshop **Interpreting the High School Transcript**
* October 15- PSAT Testing 9-11 grade
* October 21 & 22- Signs of Suicide Training in **US History and Sr Lit Classes**
* Oct 22, 25, & 26- Career Counseling Bridge Bill Activities through GCIS
* October 27- Back on Track Small Group
* October 27-December 12- Girls Small Group on Self Esteem
* October 27-December 12 Boys Small Group on Anger Management
* October 28- Parent Forum on Stress and Anxiety in Teens
* October 28- Mix it UP Day school wide
* October 29- Counseling Advisory Board Meeting #1
 | **November*** November Junior Status Conferences
* November 3, 4, & 6 Career Counseling Bridge Bill Activities through GCIS
* November 10-12- GSCA Conference (Graham and Kuglar)
* November 10-14- College Theme Week
* November 10-11 GHSGT retest
* November 12 Georgia Apply to College Day
* November 13- Back on Track Small Group
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| **December*** December Junior Status Conferences
* December 2- Parent Forum on Raising Resilient Teens
* December 10- Back on Track Small Group
* December 15-17 Georgia Milestones testing
 | **January*** January Junior Status Conferences
* January 13- PSAT Score Interpretation Night Princeton Review 9-11 graders
* January 15- Georgia Student Finance Commission Financial Aid Night
* January 20-February 13- Sophomore Leadership Small Group
* January 20-February 13- Career Small Group
* January 22- AP Night school wide
* January 22- March 3 Freshmen Balance Small Group
 | **February*** February 5- Dual Enrollment Night
* February 9-13- Career Week Activities
* February 11- Career Fair
* February 17-March 13 Freshmen Leadership Small Group
* February 21- PRA assessment 9-1 Food Court
* February 19- River Trail Middle School Elective Fair- all 8th graders will come through to see W. Lang, PE/Sports, Career Tech, Fine Art, and Summer Boot Camp
* February 16- March 13 Girls Small Group on Self Esteem
* February 25- GHSGT restest
* February 25- River Trail Middle School pre-registration Transition Planning presentations all day for 8th graders.
* February 25-AP night for rising 9th, Rising 9th parent Transition Planning night presentation. Princeton Review will also present
* February 28- PRA parent feedback 9-10 food court
 | **March*** March 3- 4yr plan meetings in theater for 9th grade NHS Theater 8-4 **Biology classes**
* March 4- 4yr plan meetings in theater for 10th grade NHS Theater 8-4 **World History classes**
* March 9-13 Women’s Week activities
* March 10- Counseling Advisory Board meeting #2
* March 16-17 GHSGT retest
* March 21 -PRA assessment 9-1 Food Court
* March 28- PRA Parent Feedback 9-10
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| **April** * April 13-17 Gay Straight Alliance Week Activities
* April 17- Day of Silence school wide
* April 22- Senior Advisement in computer labs- Sr Exit Survey, Sr Check Out, Sr Bridge Bill Activity-**Sr Lit Classes**
* April 23- Junior Advisement in computer labs- Essay Writing tips **11th Lit Classes**
* April 27- May 7- Georgia Milestones testing
 | **May*** May 4-15- AP Exam Testing
 | **June/July** | **Year Round Programming/Services*** Individual Student Counseling
* SST/504/IEP Participation
* 4 year planning for all students
* Crisis/Responsive Services
* Parent Teacher Conferences
* College Applications/Evaluations/

Letters of Recommendation* Pre-Registration/Scheduling of all students
* Staff and Parent Consultations
* Virtual Lab Consultation
* College Admissions Rep visitation program
* Professional Development coordination
* Ga Certificate of Merit Coordination
* GA Scholar Coordination
* STAR student Coordination
* National Merit Coordination
* Website, Facebook and Edmodo coordination
* School Messenger and Distribution List Coordination
* Scholarship Committee Coordination
* Career Week Committee Coordination
* No Place For Hate Committee Coordination
* Enrollment and Withdrawal Coordination
* Career Center coordination
* Transcript Conversions for new students
* Governors Honors Committee coordination
* Business Partner Coordination
* Fundraising
* Honors Night Coordination
* Graduation Ceremony Coordination
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**\*\**The school counseling annual calendar must be published on your counseling program website and/or general school site and should also be shared, print form, in appropriate locations (Counseling office, Career Center, program newsletter, school newsletter, e-mail and provide hard copies to all school administration, etc.).***

1. **Management and Accountability**

**Use of Time**,from the ASCA National Model Template which can be accessed online at the following link: <http://www.schoolcounselor.org/school-counselors-members/asca-national-model/asca-national-model-templates>.

I plan to spend the following percentage of my time delivering the components of the school counseling program:

|  |  |  |
| --- | --- | --- |
|  | **Planned Time Usage and Previous Year’s Data**\*\*Previous school year’s data can be obtained from Leslie Billey in the Office of School Counseling. | **Recommended** |
| Direct Services to Students | 2013-20143\_\_\_\_\_% | of time delivering school counseling core curriculum | Provides developmental curriculum content in a systematic way to all students | 80% or more |
| 2014-20155\_\_\_\_\_% |
| 2013-20149\_\_\_\_\_% | of time with individual student planning | Assists students in the development of educational, career and personal plans |
| 2014-201510\_\_\_\_\_% |
| 2013-201425\_\_\_\_\_% | of time with responsive services | Addresses the immediate concerns of students |
| 2014-201510\_\_\_\_\_% |
| Indirect Services for Students | 2013-201416\_\_\_\_\_% | of time providing referrals, consultation and collaboration | Interacts with others to provide support for student achievement |
| 2014-201525\_\_\_\_\_% |
| Program Planning and School Support | 2013-201422\_\_\_\_\_% | of time with foundation, management and accountability and school support | Includes planning and evaluating the school counseling program and school support activities | 10% or less |
| 2014-201549\_\_\_\_\_% |
| Other/Non Counseling | 2013-201425\_\_\_\_\_% | of time completing non counseling duties | Includes Administrative & clerical duties and SST/504/ EL Coordination |  10% or less |
| 2014-20151\_\_\_\_\_% |

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| **Advisory Council** |
| **Semester 1 Meeting Date** | **10/29/2014** |
| **Semester 2 Meeting Date** | **3/10/2015** |

**Professional Development Plan**

I plan to participate in the following professional development opportunities during 2014 - 2015 (please include all school system meetings, conferences, etc.).

|  |  |
| --- | --- |
| **Date:** | **Event title/description:** |
| 8/20/2014 | UGA/GTech Counselor Worskhop |
| 8/29/2014 | College Board Counselor Workshop |
| 9/9/2014 | Georgia Regents University Bus Tour |
| 9/12/2014 | RAMP Camp |
| 9/14/2014-9/19/2014 | NACAC National Conference |
| 10/7/2014 | ACT Counselor Workshop |
| 10/9/2014-10/10/2014 | UT Dallas Counselor Workshop |
|  |  |

**Professional Collaboration and Responsibilities**

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| --- | --- | --- |
| Group | Day/Time | Coordinator |
| School Counseling Team Meetings |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **Format** | **Location** | **Time** | **Theme** |
| 8/20/2014 | Nuts and Bolts | CCR | 9am-11am | Sr Adv, parent night |
| 8/26/2014 | Nuts and Bolts | CCR | 1pm-3pm | No Place for Hate, needs Assessment |
| 9/11/2014 | Leadership | CCR | 9am-11am | Norms and Values |
| 9/12/2014 | RAMP Camp | Teaching Museum So | 8am-12pm | RAMP Application |
| 9/23/2014 | Nuts and Bolts | CCR | 9am-11am | 9th, 10th , 11th Adv- parent nights, jr status |
| 10/8/2014 | Leadership | CCR | 9am-11am | Leadership |
| 10/14/2014 | Nuts and Bolts | Gwinnett Tech  | 8am – 4pm | CPSW Dept |
| 10/16/2014 | Nuts and Bolts | CCR | 9am-11am | SOS, Couns Adv Board |
| 10/27/2014 | RAMP | CCR | 9am-11am | RAMP Application |
| 10/29/2014 | Nuts and Bolts | CCR | 9am-11am | After Advisory Board |
| 11/4/2014 | Nuts and Bolts | CCR | 9am-11am | College Week |
| 11/19/2014 | Leadership | CCR | 9am-11am | Leadership |
| 12/4/2014 | RAMP | CCR | 9am-11am | RAMP Application |
| 1/14/2014 | Nuts and Bolts | CCR | 9am-11am | Registration AP Night |
| 1/21/2014 | Nuts and Bolts | CCR | 9am-11am | Career Week |
| 1/28/2014 | Leadership | CCR | 9am-11am | Leadership |
| 2/5/2014 | Ramp | CCR | 9am-11am | RAMP Application |
| 2/17/2014 | Nuts and Bolts | CCR | 9am-11am | 8th grade transition |
| 2/24/2014 | Nuts and Bolts | CCR | 9am-11am | pre-registration, 4 yr plan |
| 3/10/2014 | Leadership | CCR | 9am-11am | After Advisory Board |
| 3/14/2014 | Nuts and Bolts | Emory | 8am- 4 pm | All County CPSW Dept |
| 3/19/2014 | Ramp | CCR | 9am-11am | RAMP Application |
| 3/26/2014 | Nuts and Bolts | CCR | 9am-11am | Registration |
| 4/2/2014 | Nuts and Bolts | CCR | 9am-11am | Jr and Sr advisement |
| 4/16/2014 | Leadership | CCR | 9am-11am | Leadership |
| 4/27/2014 | Ramp | CCR | 9am-11am | RAMP Application |

 | Ferrerio |
| Administration/Head Counselor Meetings | 8/21/2014 Lunch and Learn on SLO’s9/5/2014 Head Counselor Meeting10/14/2014 All County Counselor Meeting11/7/2014 Head Counselor Meeting12/5/2014 Head Counselor Meeting1/13/2015 Head Counselor Meeting2/13/2015 Head Counselor Meeting3/13/2015 All County Counselor Meeting4/1/2015 Head Counselor Meeting |  |
| Student Support Team Meetings (RTI, SST, 504) | Ongoing throughout year in a collaboration role |  |
| Department Chair Meetings | July 29 Leadership Team Retreat August 12 Department Chair MeetingAugust 29 Department Chair MeetingSeptember 11 Department Chair MeetingOctober 2 Department Chair MeetingOctober 30 Department Chair MeetingNovember 6 Department Chair MeetingDecember 4 Department Chair MeetingJanuary 22 Department Chair MeetingJanuary 29 Department Chair MeetingFebruary 5 Department Chair MeetingFebruary 26 Department Chair MeetingMarch 5 Department Chair MeetingMarch 26 Department Chair MeetingApril 23 Department Chair MeetingMay 14 Department Chair Meeting |  |

**School Counselor Availability/Office Organization**

3:50pm M-F

7:50am

The school counseling office will be open for students/parents/teachers from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3:50pm M-F

7:50am

The career center will be open from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if applicable).

**Roles and Responsibilities of Other Staff and Volunteers (if applicable)**

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| Head Counselor (HS)/Lead Counselor (MS) | **Renee Ferrerio** |
| Registrar | **Cathy Boatwright** |
| Records Manager | **Cathy Boatwright** |
| Professional Assistant | **Meg Ryan** |
| College and Career Center Assistant | **None** |
| Test Coordinator | **Cara Reilly** |
| Volunteers | **Office Aides** |

**District Due Dates:**

* **Comprehensive School Counseling Department Plan due to Professional School Counseling Department on Wednesday, September 10th, 2014.**
* **Program Goal 1 & Program Goal 2 update due to Professional School Counseling Department on Friday, December 5th, 2014.**
* **Program Goal 1 & Program Goal 2 results due to Professional School Counseling Department on Thursday, April 30th, 2015.**
* **Comprehensive School Counseling Department Program results due to Professional School Counseling Department and principal on Friday, May 22nd, 2015.**

**School Counselor(s) has/have presented the Comprehensive School Counseling Department Action Plan to the principal/counseling supervisor. Principal/Counseling Supervisor has reviewed the plan. Principal/Counseling Supervisor and school counselor(s) has/have discussed, revised (as needed), and agreed to the Comprehensive School Counseling Department Action Plan.**

***\*\*\*\*GA state law, Title 20-2-182, Section15: 80% of Professional School Counselor time should be spent in Direct/Indirect Student Services.***

**School Counselor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Action Plan was Reviewed and Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**