

ACTION PLAN

TACTIC NUMBER: 3

PLAN NUMBER: 1

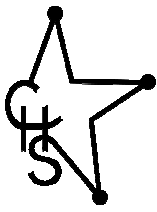
TACTIC: *We will develop and implement effective systems of communication among students, staff, parents and community.*

SPECIFIC RESULT: *Improve and expand methods of delivery of Coppell High School related information to students, staff, parents & community.*

#	<i>ACTION STEP</i> (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1	Research, develop and implement improved methods of information distribution from CHS administration to staff and from CHS staff to students. a. Provide an effective means of accessing informational documents and sharing files. b. Provide teachers with time for department and team planning, training, support, and informational meetings. c. Provide students with time, training, and documentation as to how to access information effectively. d. Utilize students as resources to assist teachers with technology related issues.				
2	Provide an efficient method confirming that disclosure permissions are followed per CISD policy whenever information from CHS is distributed to the public via website, newspapers, or any other mediums.				
3	Designate CHS staff members to be responsible for collecting information from specific groups or areas at CHS and disseminating it to the community and metroplex.				
4	Provide digital access to daily announcements in common areas for student access throughout the school day.				
5	Expand the roll of KCBY in providing announcements and other CHS related information to students, staff, and/or community.				
6	Research, select, and implement a method of broadcasting announcements to students, parents, and community in the close proximity of the high school.				
7	Research, select and implement an electronic parent notification system.				

Responsible:

(Shaded areas for administration use in implementation phase)



COST-BENEFIT ANALYSIS

TACTIC NUMBER:3

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COSTS:

BENEFITS:

Tangible:

- Document Management System - \$_____
- Digital displays for common areas - ____ @ \$_____ ea
- Video streaming hardware and software - \$_____
- Low Power radio broadcast hardware and software - \$_____
- 1 or 2 Digital Marquees for outside of building @ \$_____ ea
- Street signage - ____ @ \$____ each = \$_____
- Electronic phone notification system - \$_____

Intangible:

- Time and personnel to transfer and organize existing files from existing shared areas to document management system.
- Time and personnel to develop system for verifying disclosure status.
- Additional time for teachers for training, meetings, and planning.
- Time taken away from curriculum based instruction to better train students as to how to access information.
- Additional responsibility placed on certain staff members to collect and disseminate CHS related information.

Tangible:

Centralized, more user-friendly access to forms, documents, and other information.

Intangible:

- Teachers will be better informed and prepared to provide effective communication and instruction.
- Students will be better prepared to utilize the communication tools available at CHS.
- Students can learn more by assisting the teachers.
- Students' privacy will be protected.
- There will be an increase in public awareness of CHS announcements, activities and accomplishments.



ACTION PLAN

TACTIC NUMBER: 3

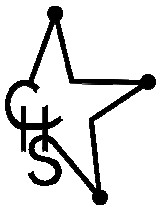
PLAN NUMBER: 2

TACTIC: *We will develop and implement effective systems of communication among students, staff, parents and community.*

SPECIFIC RESULT: *Provide centralized and current information on the Coppell High School website in a user-friendly manner to better inform students, staff, parents, and community.*

#	<i>ACTION STEP</i> (Number each one)	Assigned To:	Starting Date:	Due Date:	Completed Date:
1	Research and document the specific information, links, and documents that should be posted to the CHS website in order to better inform our students, staff, parents and community. a. Make proposal to district webmaster for approval. b. Designate CHS staff members to be responsible for collecting information for specific groups or areas and getting that information posted to the CHS website.				
2	Research, purchase, and implement effective website content management system with the ability to subscribe to groups from the website in order to receive e-alert notifications, podcasts, and RSS feeds.				
3	Require informative, uniform and current teacher websites and gradebooks which are accessible from the CHS website.				
4	Publish current announcements on the CHS website.				
5	Include a comprehensive and current school calendar of events on the CHS website. a. Designate CHS staff members to be responsible for collecting schedules and important dates for specific groups or areas and getting the information posted to the CHS website calendar. b. The calendar should have the ability for the user to filter based on interests.				
6	Organize and post all forms and curriculum documents needed by students/parents to the CHS website so that they are easily accessible utilizing a document management system.				
7	Provide single sign-on for students, staff, and parents to be able to access all secured information from the website.				

Responsible:
(Shaded areas for administration use in implementation phase)



ACTION PLAN

TACTIC NUMBER: 3

PLAN NUMBER: 2

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COST-BENEFIT ANALYSIS

TACTIC NUMBER:3

PLAN NUMBER: 2

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Tangible:

Website content management system - \$_____.

Document management system - \$_____
(NOTE: Also listed as a cost in Plan #1).

Software/programming to allow for single sign-on.

Intangible:

Time and personnel for website content research.

Time for teachers to be trained and to implement informative, uniform, and current teacher websites and gradebooks.

Additional responsibility placed on certain staff members to collect CHS announcements and calendar items and get them posted to the CHS website.

Time and personnel to transfer and organize existing files from existing shared areas to document management system.

Tangible:

Centralized, more user-friendly information posted to the CHS website.

Intangible:

Students and parents will benefit by being able to access current course information, grades and necessary forms and curriculum documents.

Students, parents, and community will be better informed of current happenings at CHS due to the comprehensive calendar and daily announcements posted to the website.

Accessing information on the web will be more user-friendly with single sign-on access.