



Evaluating the Action Plan Form

**Michigan Department of Education Office of Special Education
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Approximately once per year, the team should evaluate the Action Plan. Addressing discrepancies in discipline is not a “one-and-done” activity. The culture changes and activities implemented as part of this toolkit need to be maintained and revised over time to achieve district discipline goals. Once the goals are met, the activities need to be sustained with periodic monitoring of the data performed to avoid slippage.

Copy the SMART goals, Actionable Causes, and Activities from documents completed earlier in the process. Then complete the table and discuss the reflection questions. Some overlap in the reflection questions may exist between the Progress Evaluation and Action Plan Evaluation.

SMART Goal(s)

Copy SMART goal(s) from Actionable Cause document here.

Actionable Cause(s)

Copy Actionable Cause(s) from Actionable Cause document here.

Activities

Copy the first four columns from the Action Plan.

Activity Title	Responsible Party	Planned Start Date	Planned Finish Date	Actual Start Date	Actual Finish Date	80%+ Fidelity? (Y/N)	Evidence of Progress

Reflection Questions

Answer these questions for the period of time since the Action Plan was last evaluated (or created if this is the first evaluation of the Action Plan).

1. How many SMART goals were accomplished?
2. How many activities were completed?
3. Were the activities completed according to the timeline? If not, why not?
4. How many activities were implemented with 80 percent+ fidelity?
5. Which activities, if any, were not implemented with 80 percent+ fidelity?
6. What additions, deletions, or revisions need to be made to the Action Plan?

7. What are the implications for future improvement and sustainability efforts related to suspensions/expulsions?

Notes/Additional Information

Include any relevant notes or additional information.