**SAMPLE Fieldwork Planning Sheet for Each Project**

**2014-2015**

**Project and Goal: My project is a cycle of Family Nights around the Common Core Standards. My goal is for my project is to help parents develop an understanding of the ELA Common Core standards to better assist their children as well as gain academic knowledge for themselves.**

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| Major Activities to be Accomplished | Timeline | Evidence of Accomplishment | CAPEs Addressed |
| 1. Advertising the 3 parent cycles 2. Write a proposal for materials/food for the night funded by the district 3. Contact Kaiser Health grant liaison. She would like to open the nights by go over the grant we have been awarded. 4. Parent Family Night Cycle 1-3 5. Re-evaluate after each cycle based on survey results. | 1. Flyers will go out in 3 cycles 2. By November 19th 3. First Night January 14th 4. January 14th,   February 11th  March 18th  6-7pm | Parents will receive a flyer in the Wednesday take-home packets as well as in their e-mails about the nights. This time they can start RSVPing for the event.  2. The actual proposal and presentation to the board.  3. Christine’s presentation  4. Parent Pre and Post Surveys/Students homework Logs   1. Analyzing Data | CAPE 2  CAPE 3, 11  CAPE 4, 7, 10, 13, 15, 20  CAPE 5  CAPE 6, 12 |

**SAMPLE Fieldwork Planning Sheet for Each Project**

**2014-2015**

**2. Project and Goal: My project is running the student council and implementing school-wide events. My goal is to create a strong school culture.**

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| Major Activities to be Accomplished | Timeline | Evidence of Accomplishment | CAPEs Addressed |
| 1. Red Ribbon Week   \*I am trying to create a school-wide culture   1. Bullying Campaign/PBIS implementation 2. Green Clean-   up plan   1. College-going Culture 2. Jog-a-thon | September-October 31st-Planning/  implantation  October-November 22nd  January-June  January-June  May | Student Council and I arranged a week of school wide events such as dress-up days and door decorating. It all began with a kick-off dance/cheer presented by our student council. An event like this had never occurred in the past 10 years of the school. The week ended with a door decorating competition which was judged by me, the assistant principal and the student council.  Bullying Campaign: Running an assembly on bullying. Student Council and I are making videos to show about bullying/posters and created a bullying award.  Student Council and I are tackling a Green Clean-up campaign. We’re creating a Green Team at school. As well as having a beautification day where parents/community members can attend and provide assistance.  Student council and I are creating a college-going culture with dress-up days every Wednesday and activities such as an assembly about college. Teacher profiles. Each grade represents a different college etc.  I am arranging the jog-a-thon for my school. I am looking to get a radio station present. The evidence is the actual jog-a-thon | CAPES 1-4  CAPES 1-4 &CAPE 16  CAPE 20  CAPE 13  CAPE 19 & 20 |

**SAMPLE Fieldwork Planning Sheet for Each Project**

**2014-2015**

1. **Project and Goal: My project is being a part of school site council. My goal is to make decisions on budget and title 1 funds.**

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| Major Activities to be Accomplished | Timeline | Evidence of Accomplishment | CAPEs Addressed |
| School Site Council Meetings and budget decisions. I am the secretary of the committee. I keep track of keeping minutes. | October-June | Monthly meetings I attend. In addition my vote on how the title 1 and intervention funds are being allocated.  The committee will use our intervention data to draw conclusions on if we are allocating the funds correctly. If not we will make changes based on the data. | CAPES 12, 11, 10, 9, and 8 |

**SAMPLE Fieldwork Planning Sheet for Each Project**

**2014-2015**

1. **Project and Goal: Writing Group- My goal is to co-lead a writing cohort of new teachers with my teammate.**

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| Major Activities to be Accomplished | Timeline | Evidence of Accomplishment | CAPEs Addressed |
| Meeting with our cohort monthly. Implementing the writing cycle, writing warm-ups/ skills on all three text types. Reflecting with teachers on writing instruction. | October-May | The monthly meetings/trainings/ Feedback from the new teachers in the cohort as well as implementation of the skills being taught. | CAPE 5, 6, 14, 15 |