



MSAN 2016 Student Conference Action Planning Toolkit

Every Step Leaves a Trail

*Begin with one small step
Don't let others stand in your way
Walk your own path*



October 12-15, 2016
Hosted by Chapel Hill-Carrboro City Schools
Chapel Hill, NC



Welcome to the Tar Heel State!

Chapel Hill-Carrboro City Schools is proud to welcome you to the 17th annual MSAN Student Conference: ***Every Step Leaves a Trail***. This purpose of this toolkit is to guide you through the action planning process as you work to understand and change school practices and structures that keep racial opportunity/achievement gaps in place.

Purpose of the Annual MSAN Student Conference:

During the annual MSAN student conference teams of students from member districts:

- engage in discussions on barriers faced by students of color in their schools and districts;
- network with students from across the country to craft solutions and strategies to eliminate these barriers;
- share their ideas about how to motivate students to succeed and how their school could be made a more meaningful and interesting place; and
- develop plans of action to implement these strategies for change and report these valuable messages to the leaders of their schools and districts.

Guiding Questions:

During the 2016 student conference, you will participate in a plethora of activities to guide the action planning process. Please be prepared to address the following themes:

Every Step Leaves a Trail: Reflective and Essential Questions

- What are your core beliefs about who you are? What is your truth?
- Define student advocacy. In what ways can student advocacy create opportunities to achieve equity and excellence for all students in your district?
- The goal of MSAN is to improve and enhance the educational quality and academic outcomes of students of color. Given this mission, in what ways can student voice influence student policies, practices and procedures in your school district?

Making Connections: Pre-Conference Readings, S.T.E.P., & Action Planning

The overarching goal of your work at the MSAN student conference is for your district team to write an Equity Action Plan, prepare to communicate that plan to district leaders and your local community, and realize the plan and improve the academic and life outcomes for **every** student in your school district. You will now engage in conversations and work to draft the Action Plan.

You have already completed the first step of the planning process by analyzing the pre-conference readings and video. These texts set the stage for having conversations about inequities in your learning environment, developing a positive racial identity and disrupting racism, and committing to sustaining equity work in your district and community. Take a few moments to review the connections you made between the pre-conference materials, your local context, and your personal feelings and experiences.

The next step is to analyze your district data to look for patterns. You will do this through the S.T.E.P. Process: Survey, Target, Education, and Proceed (see p. 3). During this process you will make observations about academic and/or behavior data from your district, and your own experiences as members of the school community. Ask yourselves:

- What are the data telling us about our students and our school/district?
- What are the patterns that we see in the data?
- In what ways are our own experiences represented in the data?

After you have made observations, the next step will be to generate hypotheses that explain the patterns that you see. Some guiding questions for this are:

- Why might students be performing the way they are? (Consider only school level factors that the school can control; students and families should not be blamed.)
- What in our system and practices is causing our students to have these challenges?

Once you have analyzed patterns and generated hypotheses, your team will develop goals for your Action Plan. Remember that your goals should be focused and clearly stated. As you work, keep in mind that you will need to build support for your plan from other stakeholders in the school and greater community. The stronger your network of support is, the more likely it is that you will be able to sustain your equity work. As a group, type your action plan at <http://go.wisc.edu/rnxyp>, and then create slides at <http://go.wisc.edu/80r7d1> which you will use for sharing your plan.

S.T.E.P. Process

Friday, October 14, 2016 9:30 AM-11:30 AM

Instructions: In your district team of students and chaperones, complete the S.T.E.P. Process discussion using the questions below. There is not a “right” or “wrong” way to complete the S.T.E.P. Process discussion. Disagreement on your team is okay as long as it is instructive to the learning process. Don’t be afraid to complete the process in ways that cause you to confront your thinking and beliefs.

Survey - Before you are able to leave a trail, you have to gauge the current state of affairs.

Where does your school/district stand now? What are the current academic and/or discipline patterns for your school/district?

Review the two (2) data sets your district brought for action planning. Examples of questions you might ask about your data:

- According to standardized test results, how are students of color performing compared to other students?
- How many students of color are enrolled in Honors or AP classes? Do they have the support they need to be successful?
- Are students of color being suspended at a higher rate than other students? Examine the suspension rates for Black and Latino males, Black females, students with disabilities and LGBTQ youth.
- Does your school/district offer alternatives to suspensions such as Restorative Justice?

Target - Leaving a trail requires having a laser-like focus.

What should be the chief academic priority for your school/district in order to close the academic achievement gaps you see? What should be the chief discipline priority?

As you focus on your primary academic and discipline concerns, pinpoint individuals or organizations that can help you to meet your goals:

- Identify students who want to be advocates for change.
- Identify school leaders, support staff, administrators, central office staff who will help you work for a more equitable school community.
- Identify community leaders or organizations that will assistance with your efforts.

Educate - In order to leave a trail, it is imperative that you educate yourself and others.

What type of specialized training, experiences, or skills do you need in order to advocate for change in your school/district? How will you share your experiences and knowledge with students, teachers, staff, administrators, families, central office staff, and community members? Examples - workshops, forums, etc.

Proceed - Now that you have surveyed the landscape, selected a target, and think of ways to educate yourself and others...brainstorm about the appropriate next steps:

What are the first steps that must be taken in order to move your school/district forward?

- What are some issues that need to be addressed now? How can YOU proceed to advocate for change?
- How can you include others in this process? Who will be your allies?

Creating Your District's Action Plan

Friday, October 14, 2016 1:30 PM-4:00 PM

One of the conference goals is to create an Action Plan based on your S.T.E.P. Process discussion. You will then implement your Action Plan in your district when you return. **Complete the Action Planning Documents packet in your chaperone's folder, then type your Action Plan information online at <http://go.wisc.edu/rnxyp>.** See the back of this packet for a screenshot of the Action Plan document. **The underlined questions below are the questions listed in the Action Plan document.**

1. **Review S.T.E.P. Process:** Review your notes from the S.T.E.P. Process (p.3 of this packet) and discuss current challenges in your district. Which issues are a priority? Which are actionable?
2. **Choose a goal:** By consensus, choose a goal for your Action Plan. While there may be many possible areas to address, try to prioritize and ensure that your goal is attainable and addresses one of the challenges you uncovered in the S.T.E.P. Process. **What is your goal? What is the rationale for your project? Include a summary of your project.**
3. **Create action steps:** When you have determined your goal, use the second page of the Action Planning documents to create specific action steps. These steps should be detailed and as clear as possible. Use additional pages if necessary. **Who will do what, and by when? What resources are needed? How will you communicate? What data will you keep on your steps?**
4. **Build support for your plan:** Building support for your plan will be essential for implementation. Complete page three of the template. **How will you express the purpose of your project? Who will support your effort? Whom do you want to hear your message? How will you make contact? What are your talking points? How will you format your presentations?**
5. **Choose presenters:** Appoint a pair of students to present an overview of your district's action plan. Presenters must use the slides at <http://go.wisc.edu/80r7d1>. **Find the slides for your district. Do not type over the information for another district.**

"Step to the Mic" Action Plan Sharing

Friday, October 14, 2016 4:00 PM-5:00 PM

Districts will share Action Plans using the slides at <http://go.wisc.edu/80r7d1>. **Find the slide with your school district's name, then complete the slides in your section. Do not type on the slides for any other district.**

Team will create slides at <http://go.wisc.edu/80r7d1> that will enable presenters to:

- Give the name, the goal, the rationale, and a summary of the project in your Action Plan (First 2 slides).
- Share 2-3 key action steps to achieve your goal (Third slide).
- Identify stakeholders who can support you in your work (Fourth slide).
- Share final thoughts; describe what it was like to go through your S.T.E.P. Process (Final Slide).
- Presentations should last roughly 3-4 minutes with additional time for questions and feedback.

When listening to presentations from other districts:

- Listen actively to all of the districts' plans.
- Pose questions about the goals or the process that will be used to achieve them.
- Consider aspects and ideas from other plans that could enhance your district's Action Plan.

Reflections:

After the presentations, reconvene as a district team to share what you learned. Review your Action Plan and make additions or edits to improve or enhance your equity work. **Celebrate your work!** Your leadership and insights can make a difference in your school and community.

Quick Tips on Action Planning Document and Presentation Slides:

As a team, type your **Action Plan** online at <http://go.wisc.edu/rnxyp>.

Find your district's name, and type in your district's section only. Do not delete or type over information in another district's section.

Here is what the Action Plan document looks like:

Action/Issue	Responsibility	Timeline	Resources	Communication Plan	Data Sources

As a team type your presentation slides online at <http://go.wisc.edu/80r7d1>.

Find your district's name, and type in your district's slides only. Do not delete or type over information on another district's slides.

Here are what the slides look like:

Questions?

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