



Continuous Improvement Plan Integrated Action Plan

<i>SCHOOL NAME:</i>	Sundown Mountain Alternative Program
<i>PRINCIPAL'S NAME:</i>	Roberta Lockhart
<i>SCHOOL YEAR:</i>	2023-2024

INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Sundown Mountain needs to maintain communication with parents, students and all stakeholders. The Sundown Team needs to provide resources and multiple avenues for ongoing two-way communication with families inviting families to understand, experience and support the well-rounded academic and social emotional development of their student in partnership with Sundown.							
	Root Cause: '21-22 District Survey indicated that only 72% of our parents indicated that they were very satisfied or satisfied with the education their child is receiving.							
	Needs Statement: Sundown Mountain needs to maximize parental contact to ensure effective communication.							
	Desired Outcome: Seamless parent, student and stakeholder communication and parental support of our program.							
Smart Goal: Sundown staff will communicate with parents/guardians to initiate and ensure open communication.								
Strategy 1 Technology team will attend meetings/training sessions to help staff improve communication between school and parent	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Technology Team Attends District Training (Website, Social Media)	Improved communication	Cathi Miller Heidi Lindemann	July 2023 May 2024		None other than initial training		Meeting notes; Email communication; Auto Dialers; Social Media Posts
	Team Meeting	Explain importance of seamless communication	Bobbie Lockhart	August 2023 May 2024		Auto Dialer; PLP Documentation		Meeting agenda/Notes
Strategy 2: Staff will attempt multiple methods of communication with all parties involved with any relevant information	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Increase communication efforts	Staff will communicate with families regarding any relevant information	Sundown Team	August 2023 to May 2024		Initial discussion and follow-through		Auto Dialer History; Auto-Dialer Script; Website
	Weekly Communication Efforts	Staff will continue to make weekly family contact	Teachers Staff	August 2023 to May 2024		None		Announcement Script; Teacher Evaluations; PLP Log
	Auto Dialer	Auto D Repaired	Heidi L	August 2023		None		--

Strategy 3: Intake meetings with all students will continue	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Sundown Counselor schedules and facilitates student intake meetings	1 on 1 Student Intake Meetings will be conducted	Tamika Jones, Counselor	July 2023-May 2024		None		Calendar Items
	Reviewed information contained/distributed at student intake meeting	Confirmation of alignment of expectations and communication	Principal	July 2023		None		Documents
Strategy 4: Expectations will continue to be shared with students Day one; and first week of each school year and each quarter	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Teachers will cover all expectations/Presentation with all students	During AE, teachers will show presentation to all students	All Teachers	July 2023-May 2024		Review/Discuss during staff meeting		Presentation
Strategy 5: Expectations reiterated via announcements; both schoolwide and in classrooms	Admin includes reiteration on daily announcements; Teachers share in class updates	Daily announcements; Teacher updates	Admin All Teachers	Aug 2023-May 2024				Daily Announcements/ Print-outs

INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Sundown Students need to increase daily attendance							
	Root Cause: Student apathy; COVID (2020); Lack of motivation							
	Needs Statement: Sundown Mountain needs to maximize potential; We need students here, on time, every day							
	Desired Outcome 90% attendance rate excluding excused absences							
Smart Goal: Students will increase attendance at Sundown each day.								
Strategy 1 Student expectations and responsibility conveyed to parents & students	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Clear Expectations set forth from the initial point of contact with parents & student (Intake Meeting)	Intake forms and meetings with consistent expectations discussed and sent home with parent	Counselor Tamika Jones Parents Students	August 2023 to May 2024				Signature on intake form acknowledging the expectations at Sundown
	Expectations reviewed in all classes Day One; Day Two; Day Three	Back to School Presentation/All Classes	Teachers Students	August 2023				Presentation/AE
	Daily Announcements	AE/Announcements	Principal Office Staff/Team	August 2023 to May 2024				Copy of script
Strategy 2: Student attendance is a priority and daily follow-up is necessary	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Daily personal calls on all absences	Reiterate expectation	Administration Heidi Lindemann	Daily				Attendance reports

Strategy 3: Students are rewarded with extra free time for academic performance and attendance	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Orange Lanyard	Earned time off for attendance and grades	Sundown Team	August 2023 to May 2024		None		Orange List
Strategy 4: Students are rewarded with specific Monday's off for academic performance and excellent attendance	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Orange Monday	Earned day off for attendance and grades	Sundown Team	August 2023 to May 2024		None		Orange List

INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Sundown Mountain's Teaching Team will work collaboratively to increase Alg $\frac{1}{2}$ and Geo $\frac{1}{2}$ passing rates.
	Root Cause: '21-22 failure rates in Alg and Geo / Improvement '22-23; Previous frustration and failures in math classes
	Needs Statement: Sundown needs to maximize student potential and show growth in math scores
	Desired Outcome: Students will earn credit for the course; 90% of all students will earn their math credit each quarter.

Smart Goal: Sundown staff will collaboratively work to assist all students in improving their math scores to earn credit for the course.

Strategy 1 Using Chalktalk to prepare students for exams	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	ACT Prep		Sundown staff	August 2023 to April 2024				
Strategy 2: Weekly review of student progress; Team discussion on failure rate; Team approach to corrective action	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
	Student Progress	Staff will collectively review current grades and student progress	Sundown staff	August 23 to April 24				

Strategy 3:	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
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Strategy 4:	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect
Strategy 5:	Action Step Title	Describe Action Step (Narrative)	Person Responsible	Timeline Begin- Completion Dates	ESSA Evidence Rating	Professional Development Needed	Program/ Funding Tags	Data/Evidence to Collect