



SUNDOWN MOUNTAIN

ALTERNATIVE EDUCATION PROGRAM

Integrated Action Plan

Principal: Roberta Lockhart

School Year: 2022-2023

INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Sundown Mountain needs to improve 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: 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	Data/Evidence to Collect
	Technology Team Attends District Training (Website, Social Media)	Improved communication	Cathi Miller Melissa England Heidi Lindemann	July 2022 May 2023		None other than initial training	Meeting notes; Email communication; Auto Dialers; Social Media Posts
	Team Meeting	Explain importance of seamless communication	Bobbie Lockhart	August 2022 May 2023		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	Data/Evidence to Collect
	Increase communication efforts	Staff will communicate with families regarding any relevant information	Sundown Team	August 2022 to May 2023		Initial discussion and follow-through	Auto Dialer History; Auto-Dialer Script
	Weekly Communication Efforts	Staff will continue to make weekly family contact	Teachers Staff	August 2022 to May 2023		None	Announcement Script
	Auto Dialer	Auto D Repaired	Heidi L	August 2022		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	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 2022-May 2023		None	Calendar Items
	Reviewed information contained/distributed at student intake meeting	Confirmation of alignment of expectations and communication	Principal	July 2022		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	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 2022-May 2023		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 2022-May 2023			

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	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 2022 to May 2023			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				
	Daily Announcements	AE/Announcements	Principal Office Staff/Team				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	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	Data/Evidence to Collect
	Orange Lanyard	Earned time off for attendance and grades	Whole Team	August 2022 to May 2023		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	Data/Evidence to Collect
	Orange Monday	Earned day off for attendance and grades	Whole Team	August 2022 to May 2023		None	Orange List

INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Sundown Mountain's Teaching Team will work collaboratively to increase Alg ½ and Geo ½ passing rates.						
	Root Cause: '21-22 failure rates in Alg and Geo						
	Needs Statement: Sundown needs to maximize student potential and show growth in math scores						
	Desired Outcome: Students will earn credit for the course; 80% 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	Data/Evidence to Collect
	Chalktalk	Staff will collectively set aside time for students to complete modules in Chalktalk	Sundown staff	August 2022 to April 2023			
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	Data/Evidence to Collect
	Student Progress	Staff will collectively review current grades and student progress	Sundown staff	August to April			