



## ***Continuous Improvement Plan***

***SCHOOL NAME:*** Sundown Mountain Alternative Program  
***PRINCIPAL'S NAME:*** Roberta Lockhart  
***SCHOOL YEAR:*** 2021-2022

### ***Required Components:***

Integrated Action Plan (IAP)

# INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Sundown Mountain needs a streamlined enrollment process.
	Root Cause: Four schools, four quarters and four processes
	Needs Statement: Sundown Mountain needs to maximize potential, we need students to start the school year and quarters at the very beginning
	Desired Outcome: We need a seamless process which includes students enrolled prior to day one (need students here and scheduled to start day one) and parents understanding the importance of attending Sundown

Smart Goal: All students will be registered to transfer to Sundown prior to the beginning of each quarter.

Strategy 1 Information needs to be disseminated to home schools	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
	Meet with High School Principals	Home schools need to understand the challenges	Principal Roberta Lockhart	April 2021				Meeting notes and emails
	Meet with High School Principals	A Process Timeline needs to be developed to be used as a checklist for the High Schools	Principal Roberta Lockhart	August 2021				Meeting notes and emails
Strategy 2: Communication between Sundown and High Schools to get through the transfer process quickly.	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
	Meet with High School Assistant Principals & Lead Counselors	Shared Principal Feedback	Principal Roberta Lockhart	April 2021				Meeting notes, emails and Google sheets
	Meet/email with High School Assistant Principals & Lead Counselors	Successes & Challenges shared back with High School Principals and Counselors	Principal Roberta Lockhart	August 2021				Meeting notes, emails and Google sheets
	Meet/email with High School Assistant Principals & Lead Counselor	Resources	Principal Roberta Lockhart					Meeting notes, emails and Google sheets
	Meet/email with High School Assistant Principals & Lead Counselor	Timelines	Principal Roberta Lockhart					Meeting notes, emails and Google sheets

Strategy 3: Calendar items sent to High Schools and increase Communication with High School Principals and Counselors	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
	Meet/email with High School Assistant Principals & Lead Counselor	Common dates established for all 4 schools to establish fairness and equity	Principal Roberta Lockhart	May 2021				Meeting notes, emails, and Google sheets
	Meet/email with High School Assistant Principals & Lead Counselor	Calendared/email items to increase awareness of upcoming deadlines	Principal Roberta Lockhart	Quarterly				

# INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Sundown students need to increase attendance
	Root Cause: Student apathy; COVID; Lack of motivation
	Needs Statement: Sundown Mountain need to maximize potential, we need students here on time everyday all day
	Desired Outcome: 90% Attendance Rate excluding excused absences

Smart Goal: Students will increase attendance at Sundown each day.

Strategy	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 1 Student expectations and responsibility conveyed to parents & students	Clear Expectations set forth from the initial point of contact with parents & student	Intake forms and meetings with consistent expectations discussed and sent home with parent	Counselor Tamika Jones  Parents  Students	August 2021 to May 2022				Signature on intake form acknowledging the expectations at Sundown
Strategy 2: Student attendance is a priority and daily follow-up is necessary	Daily calls on all absences	Reiterate expectation	Administration Heidi Lindemann	Daily				Attendance reports
		Clear data						
Strategy 3: Students are rewarded with extra free time for academic performance and attendance	Orange Lanyard	Earned time off for attendance and grades	Whole Team	August 2021 to May 2022				Orange list
Strategy 4: Students are rewarded with specific Monday's off for academic performance and excellent attendance	Orange Monday	Earned day off for attendance and grades	Whole Team	August 2021 to May 2022				Orange list

# INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Sundown Mountain Students need to be aware of their academic progress and self- advocate.
	Root Cause: Transcript information was not previously being communicated to the students in a comprehensive level
	Needs Statement: Sundown Mountain Needs to provide transcript information at a level comprehensible for the student.
	Desired Outcome: Students will be aware of their academic progress.

Smart Goal: All students will record the number of credits earned and number of credits remaining to graduate (22) during the in-take process.

	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 1 Student transcripts will be reviewed with them to identify earned credits and credits needed to graduate	Credit Check	Students will receive and record credit status	Counselor Tamika Jones Parent Student	During intake process				Credit checklist
Strategy 2: Students will interpret transcript information through Infinite Campus	<b>Action Step Title</b>	<b>Describe Action Step (Narrative)</b>	<b>Person Responsible</b>	<b>Timeline Begin- Completion Dates</b>	<b>ESSA Evidence Rating</b>	<b>Professional Development Needed</b>	<b>Program/ Funding Tags</b>	<b>Data/Evidence to Collect</b>
	IC transcript Review	Students and Staff will review transcript data through IC	Staff and Students	August 2021 - May 2022				Student Credit worksheet (site created)

# INTEGRATED ACTION PLAN DEVELOPMENT WORKSHEET

Principles:	Primary Need: Students at Sundown Mountain do not have a pathway to college and career choices as evidenced by students not being able to communicate a post- secondary goal.
	Root Cause: Lack of self-awareness for possible post-secondary options
	Needs Statement: Sundown Mountain needs to provide students the opportunities for self-awareness and possible post-secondary options.
	Desired Outcome: Students will be able to identify a pathway to college or career choices by being able to effectively communicate a post-secondary goal.

Smart Goal: All students, prior to graduation will communicate through a form/survey at least one post-secondary goal by using Major Clarity to complete career assessments.

Strategy	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 1 Students will use Major Clarity to complete career assessment	Major Clarity used to explore post secondary options	Students will use Major Clarity to complete career assessment	Counselor Tamika Jones Job Specialist Ricardo Lopez Teachers	Quarterly				Quarterly completion checklist provided by teacher/counselor
	Strategy 2: Using Major Clarity inventories, students will explore and research a variety of different pathways and career choices to find the best option for post-secondary career.	Major Clarity to explore options and Google to research	Students will explore and research a variety of pathways and career choices	Counselor Tamika Jones Job Specialist Ricardo Lopez Teachers	Quarterly			
Strategy 3: Students will create a resume specific to the career they are seeking	Google & Resume template	Students will create a resume, participate in mock interviews and meet and greet opportunities with local businesses and trade programs	Job Specialist Ricardo Lopez  English teachers	Mock interviews 1 time per year  Quarterly in English classes				Mock trial interviews sign up sheet  Teacher gradebook