Hamilton Alternative Academy
ACTION PLANNING TOOL

Goal(s): **Academic and Attendance Goals 2012-2013**	
PLC: **HAA Staff and Students**	Date: **Updated 1/18/2013**
Administrative Approval:	Date:

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline	Evaluation/Plan for next year
PROGRAM GOALS						
Post classroom expectations and work requirements		Poster Printer Handbook	O'Reilly Benton	HAA Staff M Morbitzer	January 2013 – May 2013	
Working with HTHS Administration, continually assess the legitimacy of new referrals to HAA for students yet to pass more than 3 OGTs. In addition, continually review the referral process to allow for maximum student success			HAA & HTHS Admin and Staff	Susan Witten, Bill Morrison	10/17/2012- May 2013	
Investigate data we are not yet tapping into			Benton, O'Reilly, Price	Susan Witten	February 2013-May 2013	
GRADUATION RATE						
Share progress with students towards graduation and toward work completion every 4.5 weeks – Use this information to have each student set 1 or more goals for this school year. Review progress towards the goal quarterly	Students Google Doc for Documentation	Students Google Doc for Documentation	O'Reilly Benton	HAA Staff	Aug 2012 – May 2013	
Improve and encourage communication through the use of a Twitter or Facebook Account with the goal to be inform students of Policies, Deadlines, Information as well as to encourage them and keep them motivated to attend and complete their work (Achieve their goals)	Internet	Internet	Price, O'Reilly, Benton	Director of Communications	10/17/2012- May 2013	
CURRICULUM						
Develop Implement Curriculum with Short Cycle Assessments so it more closely mirrors the OGTs-English, Math II, Math III, or Alg 1, Geometry and Alg 2 Work with Staff to make sure the tests are used consistently and mirror the curriculum provided	Curriculum Materials, HTHS Teachers, Released Test Materials	Curriculum Materials, HTHS Teachers, Released Test Materials	HTHS Staff to Provide Curriculum, Benton, O'Reilly	HLS Staff, Witten	August 20, 2012 – May 2013	

Pilot 2 -3 On-line Instructional Programs and for Full-Time or Credit Recovery Courses	Internet, Collaboration w/ Staff & Other Districts	Staff, Internet,	Price, Benton, O'Reilly	Witten, HS Staff	Aug 20, 2012 – May 31, 2013
•Create and implement an "ADVISORY"Class within HAA to give students the opportunity for Goal Setting, Post-Secondary •Career Exploration (OCIS, etc), OGT Prep, etc •Create Schedules for students to help them remain on track Implement a student work log to document work time throughout the week	Syllabus Created, OGT Prep Materials, OCIS Passwords	Internet Computer	Benton, O'Reilly	M Morbitzer, Susan Witten	October 2012-May 2013
Create and implement a Study Skills Class designed to revisit study skills and remind students of expectations of work completion in the Alternative Academy	Word Processor, Internet	HTHS Staff	Benton, O'Reilly	Allyson Price Susan Witten Mike Morbitzer	January 2013 – August 2013
OGT					
Use Online Test Prep Materials for OGT Prep • Pilot use of Compass Learning to OGT Prep with a group of 10 students?	Internet	HS Department Heads, Lisa Buchanan	O'Reilly, Benton, Price	Miller, Tyler, Steele, White, Witten	August 20, 2012 – May 13, 2013
Implement Short Answer and Extended Response Questioning Techniques built into work sessions • Question of the Week for students to complete on arrival using a variety of MC, SA & ER Questions. • Provide Modeling of answers – using former tests/Success Website and the OGT Workbooks • Increase the number of questions given per week across subjects.	OGT Tests, OGT Resources, HTHS Teachers	OGT Tests, OGT Resources, HTHS Teachers	Benton, O'Reilly	HTHS Staff	Aug 20, 2012 – March 2013
Identify and contact community schools that have met OGT Indicators regarding strategies and programs used in OGT preparation	11-12 Data OEDS Directory	11-12 Data OEDS Directory	Price	Susan Witten	10/17/2012-12/3/2012
Work with HTHS to encourage HAA students to attend OGT prep sessions	HTHS Staff OGT Prep materials	HTHS Staff OGT Prep materials	HTHS Staff, Benton, O'Reilly	Mike Morbitzer	10/17/2012-April 1, 2013
Work with HTHS Administration on better meeting student intervention needs related to OGTs			HAA Staff, HTHS Admin and Staff	Susan Witten	10/17/2012-May 2013
Offer incentives to students who pass all 5 OGTs ie; Gift Certificates, etc.	Requisitions Gift Cert		Price, Benton, O'Reilly		October & March

ATTENDANCE						
Monitor Attendance Daily through work sessions and submission of work with the goal of increasing student attendance. • Welcome students daily, actively build relationships and make connections with students • Change Policy – 30 Days total unexcused absences, Include 10 weeks of missed work • Utilize Attendance Chart to track attendance – visually in the classroom • Issue Attendance Awards Quarterly – McDonalds Gift Cards • Utilize Telephone Alert System to remind parents/students of attendance weekly • Continue with Attendance Letters weekly notifying parents & students of absences and consequences • Continue with Phone calls by Director Weekly to families regarding attendance • Attendance Reminders posted in classroom for individual students • Encourage each student to attend 2-3 times per week which is above the minimum expectations • Chart perfect attendance data to use with goal setting	Benton, O'Reilly, Excel, Google Documents	Excel, Google Documents, DASL	Benton, O'Reilly, Chandonnet	Price	Aug 2012-May 2013	