

# Hamilton Alternative Academy

## ACTION PLANNING TOOL

<b>Goal(s): Academic and Attendance Goals 2011-2012</b>	
<b>PLC:</b> HAA Staff and Students	<b>Date:</b> 9/1/2011
<b>Administrative Approval:</b>	<b>Date:</b>

Action Step	Resources Needed	Resources Available	Person(s) Responsible	Others to Involve to Complete Action Step	Timeline	Evaluation/Plan for next year
Implement Short Answer and Extended Response Questioning Techniques	OGT Tests, OGT Resources, HTHS Teachers	OGT Tests, OGT Resources, HTHS Teachers	Benton, O'Reilly	HTHS Staff	September – March	Evaluate Testing Data – Item Analysis <b>OGT PRACTICE 1 ON ONE OGT ? OF THE DAY/WEEK</b>
Implement Curriculum with Short Cycle Assessments so it more closely mirrors the OGTs – World History, US History, Govt/Econ, Math I and Physical Science	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	September – May	SCAs and Testing Data <b>SCAs in Math I, Newly being developed English I, II, III and IV courses, Science I,</b>
Research Online Test Prep Materials for Possible Implementation	Internet	HS Department Heads, Lisa Buchanan	O'Reilly, Benton, Price	Miller, Tyler, Steele, White, Witten	August - June	Continuing
Provide OGT Practice Materials for 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> Grade Students (Those not yet passing )	Practice Materials, Testing information, Data, Department Heads	Practice Materials and Testing Information from Department Heads	O'Reilly, Benton, Price C. Morbitzer, M. Morbitzer, R. Lanthorn, C. O'Brien	Miller, Tyler, Steele, White	August - June	Helped some students, but students didn't work on it consistent enough basis to really be impactful to testing scores. Has benefits to student learning, but would like to incorporate more locally developed curriculum and SCAs next year <b>OGT WKBK, SUCCESS WEBSITE RESOURCES, OGT REVIEW PACKET</b>

Provide Specialized Tutoring for Students (Especially 11 <sup>th</sup> & 12 <sup>th</sup> Graders Who Have Yet to Pass Any Sections of the Test)	Benton, O'Reilly Department Leaders	Standards content, Practice Materials, Testing Practice Materials, HS Department Heads	Benton, O'Reilly	HS Teachers	August - June	Same as OGT Practice materials. Need to plan ways to get students to participate in the specialized instruction <b>In Place and Continuing</b>
Research Additional Options for On-line Instructional Programs and for Credit Recovery	Internet, Collaboration with Staff Members and Other Districts	Staff, Internet,	Price, Benton, O'Reilly	Witten, HS Staff	Oct – June	Continuing
Explore Curriculum Development by Local Staff	HL Staff, Collaboration with Other Districts	HL Staff, Benton, O'Reilly	Price	Price, Witten, Miller, Tyler, HS Department Heads	September - June	Have World History, US History and Government, and Math I. Already have one English Course. Are working with Borkow on revamping Int. Science, C. Morbitzer on Math II and M Morbitzer on English courses. Would like to add Biology and Electives. Are also planning to add Current Events as an elective we can implement quarterly <b>Have added Science I, Current Events, PE, and Personal Finance, Finalizing English I, II, III and IV courses,</b>
Streamline Collaboration Between The Alternative Academy Office and the Buildings regarding Students – Proper Placement, Enrollment, Re-entry to HL, etc.	Principals, Secretaries, Price, Benton, O'Reilly, Chandonnet, Witten, Morrison	Principals, Secretaries, Price, Benton, O'Reilly, Chandonnet, Witten, Morrison	Price, Principals	Witten, Morrison	Aug - June	Collaborated and revamped forms and procedures this year with Asst. Principals, Secretaries and Mr. Morbitzer. Met with Asst. Principals this week to streamline our forms and processes for next year. Am preparing a survey to implement in early August to help in preparation for next year. <b>In Place and Continuing</b>
Monitor Attendance Daily through work sessions and submission of work	Benton, O'Reilly, Excel, Google Documents	Excel, Google Documents, DASL	Benton, O'Reilly, Chandonnet	Price	All Year	<b>Attendance is tracked this daily through the use of a sign in sheet. This is then input into DASL weekly by Darlene. This info is updated weekly into a Google Doc. We utilize a Google Docs to track full time student course plans, submission and completion of coursework and grades.,</b>

						Another Google Doc was created to track Credit Recovery coursework, submission of work and grades.
Utilize Alert Now to Remind Parents of Attendance Requirements Weekly or More Often As Necessary	Benton, O'Reilly	Payne, Alert Now	Benton, O'Reilly	Price	All Year	In place and continuing
Mail Attendance Letters Weekly Informing Students/Parents of Consequences for Non-Attendance	Benton, O'Reilly, Price, Chandonnet, Attendance Records	Excel, Google Documents, DASL	Price, Benton, O'Reilly, Chandonnet	Stevens, Miller, Tyler, Joiner, Bailey	All Year	In place and continuing
Make parent/student Contact Upon the 10 Day of Absences	DASL, Chandonnet, Benton, O'Reilly, Stevens, Price, Stevens	Benton, O'Reilly, Stevens, Price	All	ESC Staff	All Year	Alert Now is utilized weekly at least twice. Jason and Aaron call upon 5 days of absences in a row. I call at 10 Days or if I notice a problem. Could add parent conferences similar to our 5 and 10 day and 15 day conferences as the buildings have implemented.
Consequences In Place for Attendance such as: Denial of Driving Privileges, Denial of Attendance in HL activities, Due Process Hearings, File for Truancy, Removal from Program	Price, Benton, O'Reilly, Miller, Tyler, DASL, Attendance Officer Stevens,		All	ESC Staff	All Year	Upon the 40 <sup>th</sup> day of non-consecutive absence, students could be removed from the program. Attendance Awards quarterly for perfect and good Withdrawal and truancy procedures in place for students after 20 days non-attendance

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