**V. Schoolwide Action Plan**

**Action Plan Item I**

The administration and teaching staff should improve the process by which relevant courses and programs of study are developed and implemented.

**RATIONALE FOR NEED IMPROVEMENT:** The self-study revealed the need to develop more courses/programs and means of delivering those courses. Because of budget restraints it was imperative that a process be developed that results in the most relevant and cost effective course/programs to be developed and implemented.

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<th>RESOURCES NEEDED ($)</th>
<th>TIMELINE Start - End DATE</th>
<th>MEANS TO ASSESS IMPROVEMENT (What we will do)</th>
<th>MEANS TO REPORT (Evidence to show completion)</th>
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| Develop a “system” to determine community and student needs to better ensure relevant courses/programs. | • Leadership Team | • Personnel  
• Time  
• Survey software  
• Funds for surveys and meetings | April 2012 – June 2012 | Track class success rates  
Community Advisory Committee feedback survey | √ Identified inputs to determine needs  
√ Developed Surveys |
| Develop and implement a “process” for designing and implementing all new courses/programs for highest success that identifies needed resources, instructional delivery method, measures of student success, etc. | • Administration  
• Instructors  
• Leadership | • Personnel  
• Time  
• budget data  
• instructional delivery methods info  
• research on best practices | September 2012 – December 2012 | Monitor Student Enrollment | √ Rubric for ranking relevancy |
| Provide resources for staff development to support new courses/programs and instructional delivery methods. | • Administration | • Time  
• SD Budget  
• SD Opportunities | April 2012 – April 2014 | | √ Budget and Agendas |
**Action Plan Item II**

All staff (administration, teachers, guidance, and support staff) will work towards improving student support services in order to have measurable improved student achievement.

**RATIONALE FOR NEED IMPROVEMENT:** In order for HBAS to fulfill its mission it must support student achievement to the highest extent possible. Effective support must be measured through an accountability system that clearly defines measures of success.

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| Facilitate transitions to more advanced education through guidance, marketing, and improving relationships with employers and local colleges. | • Administration  
• Guidance staff  
• Instructors  
• Classified support staff  
• Marketing Committee | • Time  
• Marketing budget  
• Budget for hosting college nights  
• Budget for hosting career fairs | January 2012 – April 2013 | • Track number of students transitioning to more advanced courses  
• Track number of students transitioning to jobs | √ Transition to college rates  
√ Employment rates for graduates or course completers  
√ Transition to advanced courses rates |
| Develop a follow-up and accountability system that defines and measures “student achievement” by program. | • Administration  
• Guidance staff  
• Instructors  
• Classified support staff | • time  
• budget for potential accountability software development or purchase  
• staff to manage software | January 2013 – June 2013 | • Clearly define the list of measures for each program that defines student achievement  
• Track student achievement through defined measures by program | √ List of defined measures of achievement  
√ Reports showing transition data  
√ Reports showing course/program completion rates |
| Integrate guidance and counseling staff activities into action steps 1 & 2 | • Administration  
• Guidance staff | • time  
• HR input/support  
• Personnel Time | January 2013 – June 2013 | • Review and update guidance staff responsibilities to check for alignment with transitions support  
• Review with guidance staff accountability data | ✔ Guidance staff responsibilities |
Action Plan Item III

All staff will work towards improving school-wide communication in order to improve operations.

RATIONALE FOR NEED IMPROVEMENT: Due to the significant changes in leadership and support staff, both at the site and district level and because of the recent changes in facilities, a focus on communication between and among all staff is necessary in order to improve operations across the school.

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| Update staff handbook incorporating staff input through discussion | • Principal  
  • Principal’s secretary  
  • Leadership team  
  • Departments | • Time  
  • Budget for Production  
  • District HR Consult | August 2012 – December 2012 | • Present updated handbook to RBO and TBC for feedback | ✓ Complete and updated staff handbook  
  ✓ Post in Public Docs |
| Provide time and resources for regular department meetings | • Administration  
  • | • Time  
  • Budget for subs (when necessary) | August 2012 – December 2012 | • Review meeting calendar and agenda for each department  
  • Review budgets that incorporate funds that support staff meetings | ✓ Meeting Agendas  
  ✓ Meeting Minutes |
| Develop method for collecting staff input and disseminating information for budget development | • Administration  
  • Leadership Team | • Survey software  
  • Staff meeting time | January 2012 – September 2012 | • Survey staff to see if they feel they’ve had input in budget development  
  • Survey staff to see if they feel more informed | ✓ Survey results |