

2021-2022 school year 90-Day Action Plan – Horizon Middle School			
Goal	Action Steps	Results	Responsible Person
Increase Employee Engagement Survey mean from 4.38 to 4.40	Develop professional development survey, delivered in Fall, asking for input on staff development/training needs	Survey given twice per year, once per semester. Results used to plan training at staff meetings, team meetings, and staff development days.	Principal Staff members
	Staff Wellness – Offer Wellness activities and encourage staff to participate. Social Committee activities implemented each month to reward, recognize, encourage staff.	Wellness Committee activities offered quarterly. Social Committee activities offered monthly	Wellness committee, Staff, AP
Increase mean for item: “My principal consults me on the decisions that affect my job.” From 4.27 to 4.32	Develop professional development survey, delivered in Fall, asking for input on staff development/training needs.	Surveyed given twice per year, once per semester. Results used to plan training at staff meetings, team meetings, and staff development days.	Principal Instructional Coach Staff members
	Post in calendar invite BLT agenda to staff prior to meeting, allow staff input to BLT agenda items/discussions. Staff can request BLT meetings be held when concerns arise.	Communication to all staff members via BLT monthly email and/or meeting. Staff request meetings and have input on agenda items.	Principal Building Leadership Team

	Dustin advocates for us and our building but staff do not always know. Dustin will send out quarterly information on district updates, identify action steps that he is currently speaking on during principal meetings/board meetings etc.. to make staff aware of opportunities to support him and district initiatives that impact the staff	Staff can support with follow up emails to BOE, central office, attend in-person events to support him	Principal Staff
Increase Student Satisfaction Survey mean from 3.70 to 3.80	<p>Survey students to select a theme for Renaissance for 2022-2023 school year</p> <p>Positive Principal Referrals</p> <p>Implement digital portfolios to provide students with better opportunities to reflect on their learning and growth. We will use this tool to assist students emailing home and during parent-teacher conferences.</p>	<p>Renaissance planning day – finalize theme and activities for 2022-23 school year.</p> <p>Teachers and other staff will submit Positive Principal Referrals to recognize students for good things they do</p> <p>Digital portfolios created and utilized by students in all classes.</p>	<p>Principal Staff members</p> <p>Counselors Staff members</p> <p>Staff Members Instructional Coach</p>

<p>Increase mean for item: "Students at this school are respectful of each other." From 2.63 to 2.78</p>	<p>Students select theme for Renaissance for 2022-23 school year</p>	<p>Renaissance planning day – finalize theme and activities for 2022-23 school year.</p>	<p>Administration Staff Members Leadership Student Group</p>
<p>Increase mean for item: "Students at this school are respectful of each other" From:</p>	<p>Quarterly wellness activities to build community with the classrooms.</p>	<p>Teams plan wellness activities to use within designated times throughout quarter for students</p>	<p>Staff Instructional Coach</p>
	<p>Behavior data rollout and follow up, tabletop exercises with BT modeling and support. Provide sentence frames for phone calls home, review different scenarios (PD around making the calls).</p>	<p>Counselors hold bi-weekly MTSS meetings an ensure students are the focus and processes are in place to support them</p>	<p>Assistant Principals Counselors Staff</p>
	<p>Utilize counselors through MTSS with updates on referrals/discipline</p>	<p>Counselors will follow up with referral students</p>	<p>Assistant Principals Counselors</p>
	<p>Implement social emotional education for all students through classroom teachers</p>	<p>Organize a monthly schedule to deliver instruction that encompasses BoysTown skills, and Harbor videos simultaneously</p>	<p>Instructional Coach IB Coordinator All Staff</p>

	Expectation Assemblies each quarter by administration, with follow up classroom expectations by grade level in classrooms.	School-wide assembly in the gym by grade level.	Assistant Principal All Staff
Increase mean for item: "I regularly receive feedback from school staff about my academic progress." From:	Common language and process for staff to give feedback to students. Include that in the quarterly emails.	Develop a script, common language and process to give feedback to students (what does it look like/sound like/actions that come etc...)	Administration Instructional Coach Staff
Increase Parent Satisfaction Survey mean from 4.00 to 4.05	Send home postcards for students each quarter who make Renaissance.  Student names will be split up in August and January – giving each staff approx. 15 names of students to make positive contact (phone call) home by Fall/Spring.	Parents receiving US Mail regarding their child's academic achievement  Check with staff, calls entered in contact log	Assistant Principals  All staff

	<p>Provide time during weekly admin, MTSS, or planning meetings to make calls.</p> <p>Announce student birthdays each day during announcements.</p> <p>Provide training to access PowerSchool for parents during Open House.</p> <p>Welcome all new families to Horizon with a newsletter to greet and inform parents of our priorities and procedures</p>	<p>All students and staff hear about birthdays.</p> <p>Set up ChromeBooks and assistance in library during Open House</p> <p>Create and send a welcome email to all new families who enroll throughout the year</p>	<p>Principal</p> <p>Principal</p> <p>Tech staff, media center staff</p> <p>Registrar Secretary</p>
<p>Increase mean for item: "I regularly receive feedback from school staff on how well my child is learning." From 3.84 to 3.94</p>	<p>Utilize MTSS to acknowledge improvements (targeted team problems or expectations) and divide up list to make positive phone calls home.</p> <p>Student names will be split up in August and January – giving each staff approx. 15 names of students to make positive contact (phone call) home by the end of the quarter. (keep)</p> <p>Positive Principal Referrals</p>	<p>Check with staff, ensure contacts are logged in PowerSchool</p> <p>Excel sheet completed, staff will use planning periods.</p>	<p>Staff members Counselors</p> <p>All Staff</p> <p>Principal</p>

	<p>Send emails through PowerSchool to inform parents of students' missing assignments in real time, grade concerns as well as for positive grades</p> <p>Continuously review and refine parent-teacher conference format and purpose to increase the meaning and relevance</p>	<p>Pilot and examine the feature's functionality for missing assignments, then turn it on for whole staff. Utilize feature for grades.</p> <p>Feedback and communication among the Building Leadership Team to refine the format of parent-teacher conferences.</p>	<p>PS Tech Team All Staff</p> <p>Principal Building Leadership Team</p>
<p>Increase mean for item: "School rules and discipline are enforced consistently at this school." From 3.82 to 3.92</p>	<p>Staff will maintain consistency across the school with common expectations, BoysTown and follow through with students.</p> <p>Behavior data rollout and follow up, tabletop exercises with BT modeling and support. Provide sentence frames for phone calls home, review different scenarios (PD around making the calls).</p>	<p>Follow up PD BOY, plan for real life scenarios re: behavior during MTSS meetings, model process and phone calls.</p> <p>Build sentence starters and provide support around making phone calls to students.</p>	<p>Instructional Coach Administration All Staff</p> <p>Instructional Coach Administration</p>