

Spring Creek Elementary - Quality Tool Action Plan / Goals 2022-2023

(All goals to be met before the end of the year - May 2023)

7 goals (1 goal per area required)

1. CONTINUOUS QUALITY IMPROVEMENT

- a. **GOAL 1** - *Mission and goals are communicated with stakeholders and community*
 - i. *Add a link to website / ASP page to share program goals and action plan*

2. BE SAFE

- a. **GOAL 2** - *Staff use positive and consistent techniques to guide the behavior of youth.*
 - i. *Ongoing training and PD on restorative justice practices and Big 8 classroom mgmt.*
 - ii. *Increase the use of Be cards and recognition of positive behavior.*
- b. **GOAL 3** - *Fire evacuation drills are conducted monthly during each month the program is open. Disaster drills other than fire shall be conducted at least once every 6 months that the program is open.*
 - i. *First Monday of each month, informal drill and discussions regarding disaster drills other than fire. (earthquake, lockdown, etc)*

3. DEVELOPING MEANINGFUL RELATIONSHIPS (DMR)

- a. **GOAL 4** - *Program encourages family engagement and maintains ongoing outreach efforts with parents*
 - i. *Parent volunteers in After School Program (Robotics)*
 - ii. *PTA feedback on Quality Tool*
 - iii. *Community members participate in the program (TOPS, UVU volunteers)*

4. LEARN NEW SKILLS

- a. **GOAL 5** - *Offer evidence-based prevention / intervention education to build skills and knowledge that promote social success with youth*
 - i. *Second Step homelink activities 10 minutes daily*
 - 1. *May include extensions of daily day school Second Step lessons*
 - ii. *Second Step - reinforce, staff use wording used in the lesson as part of daily dialogue with students*
 - iii. *Train staff on how to access and use the Second Step home link & lesson extensions*
- b. **GOAL 6** - *Staff use an "I can" statement / learning target tied to activity.*
 - i. *Students understand the learning target*
 - 1. *Students know when they are successful in meeting the target*
 - ii. *Write target on the board or a small white board where students may see*

5. ADMINISTRATION

- a. **GOAL 7** - *Program provides a parent handbook that includes information about program policies, procedures, and expectations for youth, family, and staff*
 - i. *Program maintains documentation that parents / guardians and staff have received the parent handbook.*
 - 1. *Add a final page to the Parent and the Staff Handbook with confirmation of receipt to be returned before enrollment or hire.*
 - 2. *Handbook to be sent to parents electronically, parents may respond via email or print out confirmation form*

ADDITIONAL PLANNING NOTES:

1) MONTHLY FIRE DRILLS

- a) Must have a monthly fire evacuation drill or, at minimum, a discussion about the procedure and rules

2) MONTHLY TRAINING (HELD ON "SHORT" WEEKS)

- a) SAFE UT App & Suicide Training (March)
- b) SafeSchools (August)
- c) Policies & Procedures (September)
- d) Behavior / Classroom Management (November)
- e) Safety & Drill procedures (January)
- f) DMR (February)
- g) Program Staff Survey & Feedback (November)
- h) Summer Orientation (April)
- i) Summer Training (May)
- j) Site Coordinator - Day School PD (October)