

Spring Creek Elementary - Quality Tool Action Plan / Goals 2023-2024

(All goals to be met before the end of the year - May 2024)

7 goals (1 goal per area required)

1. CONTINUOUS QUALITY IMPROVEMENT

- a. **GOAL 1** - *Methods are in place to gather feedback from partners, youth, parents, and other stakeholders*
 - i. *Prepare Google surveys for youth and parents to complete in February 2024*

2. BE SAFE

- a. **GOAL 2** - *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 3** - *Staff encourage and guide youth to resolve their own conflicts*
 - i. *Staff training in restorative justice practices*
 - ii. *Request Behavior interventionist to assist in training*

4. LEARN NEW SKILLS

- a. **GOAL 4** - *Offer evidence-based prevention / intervention education to build skills and knowledge that promote social success with youth*
 - i. *BYU Bibliotherapy lessons to be taught daily*
 - ii. *Check out system of SEL materials*
 - iii. *Increase book library through purchasing additional books*
- b. **GOAL 5** - *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*
- c. **GOAL 6** - *Hire S.T.E.M. / Robotics & Soccer instructor & mentors to offer a greater variety of activities*

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. *Handbook to be sent to parents electronically in a Google Survey*

Align for Success - Goals & Action Items (due end of January 2024)

- Relationships
 - Goal: Create monthly emails for day school teachers regarding student successes and challenges
 - Set up calendar reminders for emails
 - Train staff to take daily notes
 - Provide notebooks for staff
- Policy
 - Communicate attendance related challenges with day school teachers & Administrators
 - Monitor “no-shows” and contact parents and teachers
 - Absence report tracking
- Shared Resources
 - Improve the proper use of spaces being used
 - Check in with day school staff regarding the condition of spaces after use
- Student Needs
 - Communicate with day school regarding behavior plans and concerns
 - Add concerns regarding specific students to meeting agenda with Administrator
- Academics
 - Share & discuss academic progress and expectations regarding homework and assignments with day school teachers (including iReady assignment completion)
 - Schedule time to meet with grade level group PLCs (10 minute)
 - Share information with ASP instructors for alignment with day school

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 (October)
 - h) Summer Orientation (April)
 - i) Summer Training (May)
 - j) Site Coordinator - Day School PD (October)