

**Actions Report**

The following report includes detailed information for all actions created by the Leadership Team, including the assigned team member and target date for completion. Actions are created by a Leadership Team to help achieve fully and effective implementation of best practices.

 **Remember:** Actions should be simple, specific, and lead to the achievement of each objective.



! = Past Due Actions		KEY = Key Indicator		Actions Included in the Plan (93)				
	Objective	Added Date	Action	Frequency	Assigned To	Target Date	Completed	
	<b>B1.05</b>	8/28/20	Parent Talk and Parent Surveys		Ronica Watford	05/31/2021		
	<b>A1.09</b>	8/28/20	Clubs and some extra curriculuar activities will continue to meet virtually using Zoom/Google Meet and applications.		Travis Gatling	12/31/2020		
KEY	<b>E1.06</b>	8/22/20	During the time of remote learning, teachers keep a remote communication log that is in a shared Google Drive that is accessible by administration. Teachers record all communication with students and parents in the log.		Ronica Watford	10/31/2020	10/25/2020	
KEY	<b>B2.03</b>	8/22/20	HCPS became an Opportunity Culture school district beginning in 2020-2021. HCHS has two Multi Classroom Leaders (MCLs). One in English and one in math. The MCLs each have a Reach Associate (RA) and teach two classes. MCLs observe and team teach with the members of their department. Frequent meetings are held.	weekly	Sarah Davis	05/31/2021		
KEY	<b>E1.06</b>	7/13/20	Parents are given regular communication through email, Alert Now, and social media.	weekly	Sarah Davis	05/31/2021		

KEY	E1.06	7/13/20	Have honor roll celebrations quarterly and an awards ceremony in May.	four times a year	Sarah Davis	05/31/2021	
KEY	E1.06	7/13/20	Progress reports will be issued during weeks 3 and 6 and conferencing will be available for parents.	monthly	Ronica Watford	05/31/2021	
KEY	E1.06	7/13/20	PTSO will have monthly meetings and showcase students and their academic abilities and talents.	monthly	Sarah Davis	04/30/2021	
KEY	C3.04	7/13/20	Interview prospective candidates as positions come open.		Ernest Cooley	05/31/2021	
KEY	C2.01	7/13/20	All departments will create data walls and have data notebooks in classrooms to assist in their own learning. Until students return to in class instruction, data will not be placed on the data walls but kept in data notebooks or spreadsheets.		Sarah Davis	10/30/2020	10/25/2020
KEY	B3.03	7/13/20	The principal will complete walk throughs and observations and communicate with staff in a timely manner.	weekly	Ernest Cooley	05/31/2021	
KEY	B3.03	7/13/20	Lesson plans are due on Fridays at 5 in a shared drive in Google. Plans should follow the new district template. Plans should be printed and placed in a notebook in each classroom.	weekly	Ernest Cooley	05/31/2021	
KEY	B2.03	7/13/20	PLCs will occur twice monthly for all departments.	twice monthly	Ronica Watford	05/31/2021	
KEY	B2.03	7/13/20	Staff meetings will occur on the 2nd Monday of each month and other times as needed.	monthly	Ronica Watford	05/31/2021	
	B1.05	7/13/20	PTSO will be held monthly and parents may express concerns and ask questions.	monthly	Torry Hines	04/30/2021	

	<b>B1.05</b>	7/13/20	SIT will meet twice monthly and concerns of the staff can be shared with the SIT chair or any member of the team.	twice monthly	Sarah Davis	05/31/2021	
	<b>A4.16</b>	7/13/20	Students will receive progress reports at weeks 3 and 6 of each grading period. Parents will have the opportunity to conference with teachers.	monthly	Deborah Brown	05/31/2021	
	<b>A4.16</b>	7/13/20	Students will have transcript reviews prior to registration for the next school year for 9th, 10th, and 11th graders. 12th graders will have transcript reviews to prepare for graduation.	once a year	Deborah Brown	03/31/2021	
	<b>A4.06</b>	7/13/20	Teachers will incorporate SEL (Social and Emotional Learning) objectives in lesson plans and in lessons throughout the school year. Counselors will provide additional resources.	weekly	Elizabeth Douglas	05/31/2021	
	<b>A1.07</b>	7/13/20	Have PBIS celebrations throughout each semester. Celebrations will be held for uniform compliance, lack of tardies, lack of referrals, and attendance.	monthly	Deborah Brown	05/31/2021	
	<b>A1.07</b>	7/13/20	Administrators will conduct walk throughs and observations throughout each semester. Walk throughs will be used to check for board essentials, lesson plans, students on task. Observations will be conducted by administrators and conferences will be held between administrators and teachers.	weekly	Ernest Cooley	05/31/2021	
	<b>C3.04</b>	5/20/20	Teacher Appreciation		Natasha Norman	05/15/2020	05/20/2020
	<b>A1.07</b>	5/20/20	Senior celebrations	once a year	Sarah Davis	05/31/2020	05/20/2020
	<b>A4.06</b>	3/27/20	During the COVID-19 pandemic, all staff (teachers, teacher assistants, administrators, counselors, behavior support) contacted students to check on them.	daily	Sarah Davis	05/15/2020	03/27/2020



	KEY	B3.03	9/5/19	The principal will complete walk throughs and observations and communicate with staff in a timely manner.	weekly	Ernest Cooley	05/01/2020	04/26/2020
	KEY	B2.03	9/5/19	PLCs will occur twice monthly for all departments.	twice monthly	Ernest Cooley	05/31/2020	03/27/2020
	KEY	B2.03	9/5/19	Staff meetings will occur on the 2nd Monday of each month.	monthly	Ernest Cooley	05/31/2020	03/27/2020
		B1.05	9/5/19	Open House for all parents and students is scheduled for 9/10/19.	once a year	Natasha Norman	09/10/2019	09/10/2019
		B1.05	9/5/19	Freshman Open House was held on Aug 22 for freshmen to receive their schedules, meet teachers, and ask questions.	once a year	Natasha Norman	09/01/2019	09/01/2019
		B1.05	9/5/19	PTSO will be held monthly and parents may express concerns and ask questions.	monthly	Natasha Norman	04/30/2020	03/27/2020
		B1.05	9/5/19	SIT will meet twice monthly and concerns of the staff can be shared with the SIT chair or any member of the team.	twice monthly	Sarah Davis	05/20/2020	03/27/2020
	KEY	A4.16	9/5/19	Students will have transcript reviews prior to registration for the next school year for 9th, 10th, and 11th graders. 12th graders will have transcript reviews to prepare for graduation.	twice a year	Camille Moore	05/31/2020	12/13/2019
	KEY	A4.16	9/5/19	Students will receive progress reports at weeks 3 and 6 of each grading period. Parents will have the opportunity to conference with teachers.	monthly	Camille Moore	05/31/2020	03/27/2020
	KEY	A4.01	9/5/19	Establish the MTSS team and implement MTSS strategies to assist students.	twice monthly	Robita Baker	02/28/2020	02/28/2020
		A1.09	9/5/19	Re-institute PAC schedule for clubs and intervention/enrichment.	twice weekly	Sarah Davis	11/01/2019	10/28/2019

KEY	A1.07	9/5/19	Administrators will conduct walk throughs and observations throughout each semester. Walk throughs will be used to check for board essentials, lesson plans, students on task. Observations will be conducted by administrators and conferences will be held between administrators and teachers.	daily	Ernest Cooley	05/01/2020	04/26/2020	
KEY	A1.07	9/5/19	Have PBIS celebrations throughout each semester. Celebrations will be held for uniform compliance, lack of tardies, lack or referrals.	monthly	Natasha Norman	06/01/2020	03/27/2020	
KEY	A4.16	3/4/19	Transcript reviews are conducted by administration and counselors prior to registration for the next school year. This helps to keep students on pace to graduate on time.	once a year	Sarah Davis	03/31/2019	03/27/2019	
KEY	A4.01	2/12/19	Math 1 classes will administer a diagnostic test to determine individual student strengths and weaknesses and establish instruction from that point forward.	once a year	Natasha Norman	02/28/2019	02/13/2019	
KEY	B1.03	2/8/19	SIT meets bi monthly	twice monthly	Sarah Davis	05/31/2019	02/08/2019	
KEY	A1.07	2/8/19	Classroom Management is monitored by administrators through observations and walk throughs. Staff are expected to have expectations, rules, and procedures posted in classes. Board essentials should be posted in all classrooms. Staff are expected to stand in the hallways during class changes.	daily	Camille Moore	05/31/2019	05/17/2019	
	B1.05	1/22/19	Staff can submit concerns to the SIT chair to discuss with the principal and SIT team.	monthly	Sarah Davis	01/31/2019	02/08/2019	
	B1.05	1/22/19	PTSO and Coffee Talk meet monthly and parents are given the opportunity to express concerns and aks questions.	monthly	Natasha Norman	05/31/2019	03/27/2019	

KEY	<b>B2.03</b>	1/11/19	Monthly staff meetings will occur. Bimonthly PLCs will occur. Teachers will utilize planning periods for instructional purposes.	monthly	Sarah Davis	05/30/2019	05/05/2019	
KEY	<b>A4.16</b>	12/7/18	The incoming freshmen will participate in a short (3-day transitional) program in preparation for high school.	once a year	Natasha Norman	12/01/2018	12/07/2018	
KEY	<b>B3.03</b>	12/7/18	Mr. Cooley will complete eight to ten walk-through observations per month using the district walk-through observation form and present an instructional focus each month based his observations.		Ernest Cooley	05/30/2019	05/17/2019	
!	<b>A2.02</b>	12/7/18	Institute beginning teacher training on backward design for unit instruction using unpacked standards.	twice a year	Tomarra Hall	05/30/2019		
	<b>A1.09</b>	12/7/18	Reinstitute a smart schedule that will accommodate in-school extra-curricular activities and remediation/intervention during the school day.	once a year	Ernest Cooley	04/15/2019	04/12/2019	
KEY	<b>A1.07</b>	12/7/18	Discipline issues have not decreased at this time, the administration continues to have several referrals throughout the school day. As a result disciplinarian committees will be instituted to address simple infractions.	once a year	Ernest Cooley	05/31/2019	05/17/2019	
KEY	<b>C3.04</b>	12/6/18	Attend career fairs at different Colleges of Education in the area.	once a year	Ernest Cooley	03/14/2019	03/14/2019	
KEY	<b>E1.06</b>	11/28/18	Continue to encourage community and parental involvement through Honor Roll celebrations, open houses (schoolwide or by grade level), Alert Now messages, Remind Now, email, newsletters, website, etc.	monthly	Natasha Norman	05/31/2019	05/05/2019	

KEY	<b>A4.16</b>	11/19/18	Selected freshmen are in the PGC program and the remaining freshmen receive additional support to help the transition to high school.	weekly	Elenia Riddick	05/31/2019	03/04/2019
KEY	<b>A4.16</b>	11/19/18	Students will receive progress reports at weeks 3 and 6 in each grading period. Transcript reviews/ report card conferencing will take place to insure students are on target to progress from grade to grade and graduate.	twice a year	Camille Moore	12/01/2018	12/01/2018
KEY	<b>A4.16</b>	11/19/18	Students will attend a College Fair and have the opportunity to take field trips to different schools. they will be provided assistance for college applications and financial aid.	monthly	Camille Moore	05/31/2019	03/04/2019
KEY	<b>E1.06</b>	11/7/18	Establish PTSO's initial meeting and elect officers; continue to have ongoing meetings	four times a year	Natasha Norman	05/30/2019	03/27/2019
KEY	<b>A2.04</b>	5/9/18	Prepare and create documents for Curriculum Review Week, including instructional guides for revised 9-12 ELA standards. Curriculum Review Week has been scheduled for June 25-28, 2018	once a year	Tomarra Hall	05/15/2018	05/25/2018
	<b>A1.09</b>	5/9/18	Create and administer a student survey to discover their preference for extracurricular activities.	once a year	Tomarra Hall	12/10/2017	12/07/2017
KEY	<b>A1.07</b>	5/9/18	PBIS Celebration Students who had not been given a referral were given a PBIS celebration		Natasha Norman	03/02/2018	03/02/2018
KEY	<b>B1.01</b>	12/8/17	The principal will designate a small planning meeting to spearhead school improvement plans, that will meet twice per month.		Ernest Cooley	11/05/2018	11/05/2018
KEY	<b>E1.06</b>	12/8/17	The PTSO and Cultural Arts department will collaborate to have a Winter concert to showcase student skills and solicit support.	once a year	James Shafer	12/07/2017	12/07/2017



KEY	<b>C3.04</b>	11/12/17	Attend graduation career fairs to recruit teachers in November and December 2017.		Ernest Cooley	04/13/2018	04/13/2018
KEY	<b>B1.01</b>	11/12/17	The principal will call a special SIT meeting to outline goals for the 2017-2018 school year and allow staff to provides suggestions.	twice a year	Ernest Cooley	12/05/2017	11/27/2017
KEY	<b>A4.06</b>	11/12/17	Design a character education program that highlight social and emotional well for students, with grade level appropriate activities that focus on emotional awareness, management, and trigger identification.	once a year	Elizabeth Douglas	12/20/2017	01/16/2018
KEY	<b>A4.01</b>	11/8/17	Individual student PAC Schedules created based on current class performance, EVAAS data, and benchmark results.	monthly	Administration	11/17/2017	05/25/2018
KEY	<b>A4.01</b>	11/8/17	Creation of new schedule and collection of stakeholder feedback.	once a year	Ernest Cooley	11/15/2017	11/27/2017
KEY	<b>A1.07</b>	11/8/17	The PBIS committee will develop a set of grade-level appropriate rewards.	twice a year	Camille Moore	12/08/2017	01/30/2018
KEY	<b>B3.03</b>	11/8/17	The principal, and other administrators, will continue to attend PLCs and utilize the district walk-through form to provide suggestions, and monitor the implementation of proposed practices.	twice monthly	Ernest Cooley	02/01/2018	11/07/2018
KEY	<b>E1.06</b>	10/9/17	Teachers will make regular contact with parents to share student performance information, curriculum plans, etc, the information will be documented in parent contact logs and submitted monthly to the administration.	monthly	Elenia Riddick	10/31/2017	10/31/2017
KEY	<b>E1.06</b>	9/26/17	The contact log will be created and teachers will instructed to complete one monthly and share it with their administration for documentation. Teachers will be expected to contact parents regarding student performance and behavior.		Elenia Riddick	09/27/2017	09/26/2017

KEY	<b>A1.07</b>	9/26/17	All teachers will post classroom, rules, procedures, and district policies and explain the implications of their corresponding consequences. Teachers will have a time to review classroom rules and procedures daily, and articulate that in their lesson plans.	twice weekly	Elenia Riddick	01/31/2018	12/27/2017	
KEY	<b>A1.07</b>	9/26/17	Schedule regular PBIS celebrations at the end of the nine weeks to promote and reinforce positive student behavior.	three times a year	Natasha Norman	10/26/2017	01/30/2018	
KEY	<b>A2.04</b>	9/25/17	Departments will meet monthly to review, assess, and modify curricular units to reflect the strategic instructional classroom instruction.	monthly	Tomarra Hall	04/27/2018	03/27/2018	
KEY	<b>E1.06</b>	1/23/17	Conduct a yearly curriculum fair prior to registration to assist students in preparing for registration.		Elenia Riddick	02/24/2017	03/09/2017	
KEY	<b>E1.06</b>	1/23/17	Re-establish a regular schedule of PTSO meetings.		Elenia Riddick	05/12/2017	01/23/2017	
KEY	<b>E1.06</b>	1/23/17	Teachers will make parental contact by letter, phone call or progress report conferencing throughout the semester.	monthly	Elenia Riddick	02/16/2017	03/30/2017	
KEY	<b>C2.01</b>	1/23/17	Professional Learning Communities will be used to build the capacity for research based instructional strategies.	monthly	Tomarra Hall	05/30/2018	05/10/2018	
KEY	<b>A4.01</b>	1/23/17	Guidance counselors will notify school social worker regarding excessive student absences.	monthly	Wanda Hunter	02/09/2018	02/26/2018	
KEY	<b>A4.01</b>	1/23/17	Teachers will notify guidance counselors when students have three (3) consecutive absences, so that counselors are able to supply written notification to parents.	daily	Wanda Hunter	02/10/2018	02/12/2018	

