

Twin Rivers Adult School 2022 WASC Action Plan

Current as of August 2022

Task	Person(s) Responsible	Year 1 2022-2023	Year 2 2023-2024	Year 3 2024-2025	Year 4 2025-2026	Year 5 2026-2027	Year 6 2027-2028
1.1a Implement a time into one staff meeting and/or PLC meeting per month for staff to share out what they learned at a conference they attended in the past month.	Principal Department Chair	Develop and implement schedule and process					
1.2a Develop survey and plan to increase the number of times a year that certificated and classified staff give feedback and take the professional development survey	Principal TOSA Department Chair SMP Team	Develop and implement survey and plan	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
1.2b Review and update the Professional Development Plan based on certificated and staff responses	Principal TOSA Department Chair	Create and implement review schedule	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
2.1a Develop and administer survey to students to determine what types of training they are seeking	SMP Team Teachers Academic Team	Develop and implement survey and plan	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
2.1b Review data and create a plan to expand course offerings based on survey responses	SMP Team Teachers Academic Team	Create and implement review schedule	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
2.2a Provide training and clarity for teachers about ESL Scope and Sequences and develop a plan for the creation of ESL Scope and Sequences.	Principal TOSA Department Chair EL Civics Lead ESL Teachers	Provide training and develop plan (Spring 2022)					
2.2b Create and implement ESL Scope and Sequences for each ESL level	TOSA Department Chair EL Civics Teacher	Create and implement Scope and Sequences	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
2.2c Create and implement ESL course syllabi	TOSA Department Chair EL Civics Lead ESL Teachers		Create and implement ESL course syllabi	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
2.3a Adequately schedule intake meetings and continue creating and	Academic Team	Create and implement plan for	Create and implement plan for	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate

updating Academic and Career Plans with all ASE/ABE students and begin creating Academic and Career Plans with ESL students.		intake meetings	ESL students				
2.3b Create and implement a plan to regularly contact former students for goal check-ins..	Academic Team ABE/ASE Teachers		Create and implement plan	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
2.4a Create a more effective tutoring schedule that meets the needs of all students.	Principal Classified Support Staff Academic Team	Create and implement schedule	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
2.4b Expand computer lab access before and after school.	Principal SMP Team Classified Support Staff		Create and implement schedule	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
3.1a Survey community stakeholders	SMP Team Teachers	Create survey and distribute	Update and Distribute	Update and Distribute	Update and Distribute	Update and Distribute	Update and Distribute
3.1b Meet with community stakeholders	Principal TOSA Academic Team	Analyze data and schedule	Analyze and Meet	Analyze and Meet	Analyze and Meet	Analyze and Meet	Analyze and Meet
3.1c Increase interactions between staff and community stakeholders	Principal Department Chair Academic Team Certificated Staff Classified Staff		Create and implement plan	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
3.1d Develop internship program with community partners.	Principal AIS Academic Team		Create and implement plan	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
4.1a TRAS' Mission, Vision and SLO's need to be visible on all social media platforms, as well as in all areas of the school.	Principal Academic Team Office Manager Custodial Team	Update Mission, Vision, SLO's and Share	Implement and Review	Implement and Review	Implement and Review	Implement and Review	Implement and Review
4.1b TRAS' Mission, Vision and SLO's need to be reviewed with staff and students	Teachers Academic Team	Teach new Mission Vision and SLOs	Implement and Review	Implement and Review	Implement and Review	Implement and Review	Implement and Review
4.2a Staff and Student handbooks should be updated each school year.	Principal Department Chair	Handbooks updated each year	Updated and Review	Updated and Review	Updated and Review	Updated and Review	Updated and Review

4.2b Student handbooks should be translated into the main student languages of the school and made available to students as a hard copy and/or on the TRAS website	Principal Academic Team Office Staff	Student handbooks translated and all handbooks dispersed.	Translated and Dispersed	Translated and Dispersed	Translated and Dispersed	Translated and Dispersed	Translated and Dispersed
4.3a Create plan and provide Professional Development for staff on district processes	Principal Department Chair	Create and Provide PD by Spring 2022	Update and Review	Update and Review	Update and Review	Update and Review	Update and Review
5.1a Continue reviewing and revising benchmark assessments	Department Chair TOSA ESL Teachers	Revise and Review Benchmark Assessments	Revise and Review	Revise and Review	Revise and Review	Revise and Review	Revise and Review
5.2a Create an assessment plan that includes regularly, administered formative and summative classroom assessments	Department Chair TOSA ESL Teachers	Create and implement review schedule	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate
5.2b Create a plan for teachers to regularly evaluate student assessment data	Department Chair TOSA ESL Teachers	Create and implement plan	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate	Implement and Evaluate

Action 1: Efficiently Utilize and Effectively Develop Staff in Order to Promote Student Achievement

Goal 1.1: Provide more time for staff to debrief professional development training or conference session attendance with all staff.

What is the rationale for this goal?

During TRAS's 2019 Self Study process and the current 2022 Self-Study process, staff expressed an interest in having their colleagues share what they learned at conferences. This keeps all staff up-to-date on current adult education instructional practices, learn more about new technology or experience new virtual learning platforms and learn about new resources for students. Learning about new strategies, technology and resources will provide more collaboration opportunities between staff, promoting XXX in the classroom, and ultimately improving student achievement.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
1.1a Develop and implement a process and schedule for staff to share out what they learned at conferences and PDs they attended in the past month.	Principal TOSA Department Chair	By the beginning of the 2022-2023 school year	New Documented Process Meeting Agendas Meeting Notes	The Principal and Department Chair will meet in Spring 2022 to develop a new process, implementing the new process in Fall 2022.

Action 1: Efficiently Utilize and Effectively Develop Staff in Order to Promote Student Achievement

Goal 1.2: Survey certificated and classified staff multiple times a year on professional development needs, updating the Professional Development Plan as needed.

What is the rationale for this goal?

Certificated staff is currently being surveyed on their professional development needs at the beginning of each school year in September. During the self-study process, all certificated and classified staff expressed an interest in giving feedback and taking the professional development survey multiple times during a school year due to the increased pace at which things have been changing in education.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
1.2a Develop survey and plan to increase the number of times a year that certificated and classified staff give feedback and take the professional development survey	Principal TOSA Department Chair SMP Team	By the beginning of the 2022-2023 school year	Professional Development Survey Survey Plan	In Spring 2022, the Department Chair will solicit verbal feedback from certificated and classified staff about the number of times they think a professional development survey needs to be conducted for updated information. At the end of Spring 2022, the SMP Team will meet to develop a professional development survey that

				<p>will include needs for both certificated and classified.</p> <p>The schedule to administer the professional development survey will be finalized and implemented by Fall 2023.</p> <p>In following years, the SMP Team will meet to discuss and make adjustments to the survey as needs change.</p>
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Action 1: Efficiently Utilize and Effectively Develop Staff in Order to Promote Student Achievement

Goal 1.2: Survey certificated and classified staff multiple times a year on professional development needs, updating the Professional Development Plan as needed.

What is the rationale for this goal? Staff would like to be more involved in how the professional plan is created and how the plan is based on staff responses in the Professional Development Survey.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
1.2b Review and update the Professional Development Plan based on certificated and classified staff responses	Principal TOSA Department Chair	By the beginning of the 2022-2023 school year (with evaluations to follow after every survey administered)	Professional Development Survey results Updated Professional Development Plan	<p>Principal, TOSA and Department Chair will meet in Spring 2022 to create a schedule for meetings to evaluate survey data</p> <p>During the scheduled meetings, the Principal, TOSA and Department Chair will review the survey data and update the PD plan as needed.</p> <p>Department Chair will share the survey results with certificated and classified staff at a staff meeting and present the updated plan, eliciting feedback from staff, making adjustments if necessary</p>

Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students				
Goal 2.1: Expand course offerings to better suit student and community needs and interests.				
What is the rationale for this goal?		Utilizing student and community needs to expand course and program will benefit a student's employment proficiency and build clearer career paths.		
SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.				
Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.1a Develop and administer survey to students to determine what types of training they are seeking	Principal SMP Team Academic Team	By the beginning of the 2022-2023 school year (with evaluations to follow after every survey administered)	Academic/Career Interests Survey	At the end of Spring 2022, the Principal, SMP and Academic Support Team will meet to develop an academic/career interest survey that will include needs for both certificated and classified. The schedule to administer the professional development survey will be finalized and implemented by Fall 2023. In following years, the SMP Team will meet to discuss and make adjustments to the survey as needs change.

Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students				
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Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.1b Review data and create a plan to expand course offerings based on survey responses	SMP Team Teachers Academic Team	By the beginning of the 2022-2023 school year (with evaluations to follow after every survey)	Academic/Career Survey results Course Expansion Plan	Principal and SMP Team will meet in Spring 2022 to create a schedule for meetings to evaluate survey data During the scheduled meetings, the Principal and SMP Team will review the

		administered)		<p>survey data and create an expansion plan as needed.</p> <p>SMP Team will share the survey results with staff at a staff meeting and present the plan, eliciting feedback from staff, making adjustments if necessary</p>
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Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students

Goal 2.2: Develop scope and sequences for all ESL Levels.

What is the rationale for this goal? Teachers want a more organized way to access the curriculum, standards and assessments during the school year. Scope and sequences will help teachers organize their subject matter and lessons. This helps increase student achievement by giving all students access to the lessons that help support their mastery of competencies and standards that are being taught even though they may all be at a different starting place within their ESL level.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.2a Provide training and clarity for teachers about ESL Scope and Sequences and develop a plan for the creation of ESL Scope and Sequences.	Principal TOSA Department Chair EL Civics Teacher ESL Teachers	By Spring 2022	PLC Meeting Notes	<p>Beginning of Spring 2022, Principal and TOSA will meet to come up with a PD for teachers on Scope and Sequences, including pacing and syllabus expectations</p> <p>In Spring 2022 at a PLC, TOSA will conduct teacher training and elicit verbal feedback about scope and sequences</p> <p>In Spring 2022 after teacher training, the Principal, TOSA, Department Chair and EL Civics teacher will meet to develop a plan for Scope and Sequences</p>

Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students

Goal 2.2: Develop scope and sequences and pacing guides for all ESL Levels.

What is the rationale for this goal? Teachers want a more organized way to access the curriculum, standards and assessments during the school year. Scope and sequences will help teachers organize their subject matter and lessons. This helps increase student achievement by giving all students access to the lessons that help support their mastery of competencies and standards that are being taught even though they may all be at a different starting place within their ESL level.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.2b Create ESL Scope and Sequences for each ESL level	TOSA Department Chair EL Civics Teacher ESL Teachers	By the beginning of the 2022-2023 school year (with evaluations to follow after every survey administered)	Scope and Sequences that include pacing guides, synchronous and asynchronous work	In Spring 2022, TOSA, Department Chair and EL Civics teacher will begin creating ESL Scope and Sequences

Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students

Goal 2.2: Develop scope and sequences and pacing guides for all ESL Levels.

What is the rationale for this goal?

Syllabi lay out expectations for the course and show students how to prepare for what they will be learning in the class.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.2c Create and review ESL course syllabi	TOSA Department Chair EL Civics Teacher	By the beginning of the 2023-2024 school year (with review each school year)	Syllabus for each ESL level created by each teacher	In August of 2023, teachers will create ESL course syllabi for their classes based off of the scope and sequences

Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students

Goal 2.3: Increase positive communication between staff and students.

What is the rationale for this goal?

The school support team should make a concerted effort to follow-up with students multiple times a year, even after they leave the school, to ensure students reach the academic and career plan goals they created when attending TRAS.

SLOs ADDRESSED: Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions. Demonstrate readiness and willingness to take risks by embracing failure and mistakes as opportunities to learn and improve.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.3a Adequately schedule intake meetings and continue creating and updating Academic and Career Plans with all ASE/ABE students and begin creating Academic and Career Plans with ESL students.	Academic Team	By the beginning of the 2022-2023 school year (with review each school year)	Completed and updated Academic and Career Plans Student Communication Logs and/or notes in ASAP	By Spring 2022, the Academic Support Team will meet to create a plan outlining the procedure on scheduling and holding intake meetings to be sure the allotted time is appropriate. By mid-May 2022, the new scheduling procedure will be implemented for returning ABE/ASE students. By Spring 2023, the Academic Support Team will assess the post-secondary needs of ESL students. By mid-May 2023, the Academic Support Team will meet to create a plan outlining the procedure for creating Academic and Career plans with ESL students. By the beginning of the 2023-2024 school, the new procedure will be implemented for new incoming ESL students

Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students

Goal 2.3: Increase positive communication between staff and students.

What is the rationale for this goal? The school support team should make a concerted effort to follow-up with students multiple times a year, even after they leave the school, to ensure students reach the academic and career goals they created while attending TRAS.

SLOs ADDRESSED: Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions. Demonstrate readiness and willingness to take risks by embracing failure and mistakes as opportunities to learn and improve.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.3b Create and implement a plan to regularly contact former students for goal check-ins.	Academic Team Teachers	By the beginning of the 2023-2024 school year (with review each school year)	Communication Log notes Student Success Stories	By the end of 2022-2023 school year, the Academic Support Team will meet to create a plan documenting the procedure for contacting former students and checking in on their progress. By the beginning of the 2023-2024 school, the new procedure will be implemented.

Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students

Goal 2.4: Provide students with extra support and resources outside of their class time that will help them succeed academically.

What is the rationale for this goal? Staff expressed a need for students to be provided with extra tutoring support outside of regular class hours.

SLOs ADDRESSED: Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.4a Create an effective tutoring schedule that meets the needs of all students.	Principal Department Chair Classified Support Staff Academic Team	By the beginning of the 2022-2023 school year (with review each school year)	Tutoring Schedule Assessment data from students being tutored	In Fall 2023, the Department Chair will meet with teachers to elicit verbal feedback and create a plan to implement consistent tutoring for students By Winter 2023, the plan will be implemented.

Action 2: Enrich Twin Rivers Adult School's Program to Better Empower and Engage Students

Goal 2.4: Provide students with extra support and resources outside of their class time that will help them succeed academically.

What is the rationale for this goal? Opening our computer lab to students before school, during school or other scheduled times during the day, helps provide our students the technology and space to get their work done, practice skills, finish homework or get more support from a staff member.

SLOs ADDRESSED: Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
2.4b Expand computer lab access before and after school.	Principal SMP Team Classified Support Staff	By the beginning of the 2023-2024 school year (with review each school year)	Computer Lab Schedule and Attendance Assessment data from students regularly utilizing the computer lab	In Spring 2023, the SMP Team will meet to discuss a plan to provide extra academic support for students utilizing a classroom and laptops. By the beginning of the 2023-2024 school year, the plan will be implemented and a schedule created.

Action 3: Improve and Strengthen Contacts with Our Community and Stakeholders

Goal 3.1: Continue to form and strengthen community partnerships to support students as they transition into post-secondary education, technical training and career pathways.

What is the rationale for this goal?

It is very important to TRAS' staff that the school continue to form positive partnerships with our community businesses and stakeholders, so we can offer more support and opportunities for our students as they finish their schooling at TRAS and transition into post-secondary schooling and/or their career.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
3.1a Survey community stakeholders	SMP Team	By the beginning of the 2022-2023 school year (with review each school year)	Stakeholder list Survey responses	In Fall 2022, the SMP Team will meet to create a list of community stakeholders. By October 2022, the SMP Team will send out the survey to all community stakeholders.

Action 3: Improve and Strengthen Contacts with Our Community and Stakeholders

Goal 3.1: Continue to form and strengthen community partnerships to support students as they transition into post-secondary education, technical training and career pathways.

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SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
3.1b Meet with community stakeholders	SMP Team	By late Winter 2022-2023 (with regularly scheduled meetings each school year)	Stakeholder list Survey responses	In Early Winter 2022-2023, the SMP Team will analyze the data from the stakeholder survey and create a meeting agenda based on results.

Action 3: Improve and Strengthen Contacts with Our Community and Stakeholders

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Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
3.1c Increase interactions between staff and community stakeholders	Principal Department Chair Academic Team Certificated Staff Classified Staff	By the beginning of the 2023-2024 school year (with review each school year)	Stakeholder meeting schedule Meeting Agendas	In Spring of 2023, the Department Chair will meet with teachers to elicit verbal feedback and create a plan for how they view increased interactions with stakeholders. At the beginning of the 2023-2024 school year, the plan will be presented to the stakeholders at a scheduled meeting.

Action 3: Improve and Strengthen Contacts with Our Community and Stakeholders

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Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
3.1d Develop internship program with community partners.	Principal AIS Academic Team	By the beginning of the 2023-2024 school year (with review each school year)	Meeting Agendas List of students placed in internships Students earning elective credits	In Spring of 2023, the AIS will identify students in need of elective credits and partner with the Academic Support Team to create a survey for students that will help identify their career objectives and skills. Before the end of the 2022-2023 school, the AIS and Academic Support Team will

			Students being employed	<p>review the data, create an internship plan and share the results with staff and community stakeholders.</p> <p>At the beginning of the 2023-2024 school year, the AIS will begin meeting with individual community businesses/stakeholders to determine their needs and how an intern would be beneficial to their business/agency.</p>
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Action 4: Improve School Communication: Internally between Twin Rivers Adult School Staff and External Communication with Community Stakeholders

Goal 4.1: Twin Rivers Adult School's Mission, Vision and SLOs should be clearly visible and accessible to all TRAS students and staff.

What is the rationale for this goal? It is important for staff, students, stakeholders and our community to understand what Twin Rivers Adult School's purpose is, how we intend to support students and what students will learn while attending.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
4.1a TRAS' Mission, Vision and SLO's need to be visible on all written documents (handbooks) and social media platforms, as well as in all areas of the school.	Principal Academic Team Office Manager Custodial Team	By the beginning of the 2022-2023 school year	<p>Mission, Vision, SLOs on website and other social media platforms</p> <p>Posters with the Mission, Vision and SLOs placed in every classroom, and other main areas in the school</p> <p>Student and staff handbooks</p>	<p>By mid-April 2022, Principal and Academic Support Team will place the updated Mission, Vision and SLOs on the school website</p> <p>Updated Mission, Vision and SLOs will be in both student and staff handbooks</p> <p>By May 2022, new posters will be designed and ordered for the Mission, Vision and SLOs</p> <p>By August 2022, custodian will hang up all new posters in classrooms and in main school areas</p>

Action 4: Improve School Communication: Internally between TRAS Staff and External Communication with Community Stakeholders

Goal 4.1: Twin Rivers Adult School's Mission, Vision and SLOs should be clearly visible and accessible to all TRAS students and staff.

What is the rationale for It is important for staff, students, stakeholders and our community to understand what Twin Rivers Adult School's purpose is, how we intend to support students and what students will learn while

this goal? attending.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
4.1b TRAS' Mission, Vision and SLO's need to be reviewed with staff and students	Teachers Academic Team	By the beginning of the 2022-2023 school year	Staff Meeting/PLC PowerPoints/Google slides and/or agendas Staff Meeting/PLC Meeting Notes	By late Spring 2022, Principal will review mission, vision and SLO's during staff meetings and/or PDs The Academic Support Team will review the mission, vision and SLO's with students during their intake appointments. Teachers will review the mission, vision and SLO's with students

Action 4: Improve School Communication: Internally between TRAS Staff and External Communication with Community Stakeholders

Goal 4.2: Twin Rivers Adult School's Student and Staff Handbooks need to be updated and distributed yearly

What is the rationale for this goal? It is important for staff and students to have a clear document explaining policies and procedures at TRAS.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
4.2a Staff and Student handbooks should be updated each school year.	Principal Department Chair	By the beginning of the 2022-2023 school year	Staff Handbooks Student Handbooks	In Spring 2022, the Principal will elicit verbal feedback from staff about what information they feel is necessary to be included in both the student and staff handbooks. By late Spring 2022, Principal will update student and staff handbooks

Action 4: Improve School Communication: Internally between TRAS Staff and External Communication with Community Stakeholders

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Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
4.2b Student handbooks should be translated into the main student languages of the school and made available to students as a hard copy and/or on the TRAS website	Principal Academic Team Office Staff	By the beginning of the 2022-2023 school year	Translated student handbooks in hard copy Translated student handbooks available on the TRAS website	By late Spring 2022, Principal will have updated student handbooks translated into the main student languages By June 2022, PDF copies of student handbooks are available to Academic Support Team and office staff for copying. By June 2022, Academic Support Team will place PDF copies of student handbook on the TRAS website

Action 4: Improve School Communication: Internally between TRAS Staff and External Communication with Community Stakeholders

Goal 4.3: Review TRUSD processes with all staff.

What is the rationale for this goal?

TRAS staff want to be informed when there is a decision to hire new staff, but also the process the school must go through from the time they decide to hire, through the interview process and then onboarding new employees.

SLOs ADDRESSED:

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
4.3a Create plan and provide Professional Development for staff on district processes	Principal Department Chair	By Spring 2022 (review as needed)	Staff Meeting/PD Agenda Friday Forwards	By April 2022, the Department Chair will elicit verbal feedback from staff about what District processes information they are seeking. By May 2022, the Principal will gather appropriate process information and provide PD on the information for all staff.

Action 5: Utilize data to refine assessment and instructional practices.

Goal 5.1: Utilize a single in-class form of ESL assessment to improve educational programs by giving benchmarks based on

updated standards.

What is the rationale for this goal?

Creating benchmarks and utilizing formative and summative assessments will better inform class placement and class level movement within the ESL program. This will increase student achievement as teachers analyze their data and update their lessons based on student need.

SLOs ADDRESSED: Gain and apply understanding of civic, academic, and workplace responsibilities while improving critical thinking skills. Establish and realize personal, academic and/or workplace goals, while achieving literacy, communication, and technical skills for successful academic and career transitions. Demonstrate readiness and willingness to take risks by embracing failure and mistakes as opportunities to learn and improve.

Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
5.1a Continue reviewing and revising benchmark assessments	Department Chair TOSA ESL Teachers	By Spring 2022 (review as needed)	Benchmark assessments PLC Meeting Agendas and Notes	By Spring 2022, Department Chair, TOSA and ESL teachers will continue to meet in regular PLCs to review and revise benchmark assessments.

Action 5: Utilize data to refine assessment and instructional practices.

Goal 5.2: Teachers will use assessment data to regularly evaluate their students/ progress in all learning domains to see if students are progressing, meeting SLOs and mastering ESL standards and competencies.

What is the rationale for this goal?

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Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
5.2a Create an assessment plan that includes regularly, administered formative and summative classroom assessments	Department Chair TOSA ESL Teachers	By the 2022-2023 school year (review as needed)	ESL Classroom Assessment Plan PLC Agendas and Meeting Notes	By Fall 2022, the Department Chair will elicit verbal feedback from ESL teachers and create a classroom assessment plan.

Action 5: Utilize data to refine assessment and instructional practices.

Goal 5.2: Teachers will use assessment data to regularly evaluate their students/ progress in all learning domains to see if students are progressing, meeting SLOs and mastering ESL standards and competencies.

What is the rationale for this goal?

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Tasks	Person(s) Responsible	Timeline	Key Performance Indicators	Progress Monitoring
5.2b Create and implement a plan for teachers to regularly evaluate student assessment data, adjusting lesson plans and instructional strategies as needed	Department Chair TOSA ESL Teachers	By the 2022-2023 school year (review as needed)	Data Evaluation Plan Increased Test Scores	By Fall 2022, the Department Chair will elicit feedback from ESL teachers and create a data evaluation plan. By late Fall 2022, implement a data evaluation plan.