

Colchester High School



AT

HANDBOOK

2018-2019

TABLE OF CONTENTS

INTRODUCTION

AT Program Structure	3
----------------------	---

HOW DOES **AT** WORK?

HomeBase	4
----------	---

AT Student Expectations	4
-------------------------	---

Unique Circumstances	5
----------------------	---

Teacher Expectations	5
----------------------	---

GUIDELINES FOR ACADEMIC AREAS

Content Area Guidelines	6
-------------------------	---

Art	6
-----	---

Music	6
-------	---

PE	7
----	---

GUIDELINES FOR RESOURCE AREAS

Library Guidelines	7
--------------------	---

SUPPORT SERVICES	8
-------------------------	----------

GLOSSARY OF TERMS	9
--------------------------	----------

FREQUENTLY ASKED QUESTIONS	10
-----------------------------------	-----------

INTRODUCTION

CHS Mission Statement

The mission of the Colchester High School—proud of its respect for individual needs and its commitment to integrated learning—is to ensure that all students will develop the academic proficiency, social skills, and character to be fulfilled, responsible, and involved citizens; we will accomplish this by providing diverse, challenging educational experiences in partnership with families and the community.

Colchester High School *AT* Program Vision

High performing schools systematically ensure that all students are meaningfully connected with at least one adult in the school and that there is a unified focus on high performance. CHS is an accredited school through the New England Association of Schools and Colleges (NEASC). One of the NEASC required standards for accreditation is:

There is a formal, ongoing program through which each student has an adult in the school, in addition to the school counselor, who knows the student well and assists the student in achieving the school's 21st century learning expectations.

CHS has a focused advisory structure we refer to as ***AT***. The “A” represents Academic Acceleration, Access, and Advising. The “T” stands for Time. ***AT*** is designed to provide systematic opportunities for students to access academic acceleration, advising, interventions, and supports. ***AT*** supports this by fostering a focus on academics within a structure of community and mentoring. To further elaborate upon this purpose, the following definitions are provided:

- Community Building - Developing positive relationships that foster pride, responsibility, and a desire to become contributing citizens by performing service to the school and greater community.
- Mentoring - Providing guidance to students as they navigate transitions and challenges that they encounter at the various developmental stages of their high school career.
- Academic Enrichment and Support - Ensuring deeper understanding of concepts through targeted academic grouping.

***AT* Program Structure**

The CHS schedule includes a 30-minute ***AT*** Mod (A2/B2 - 9:09-9:39). All students are required to attend.

Monday

HomeBase (30 minutes):

*Students meet with their academic advisor in their HomeBase location to build community/connections and to schedule ***AT*** for the week.*

Tuesday-Friday

AT (30 minutes):

Students follow their scheduled weekly appointments and meet teachers for academic acceleration and/or support.

How Does **AT** Work?

- **HomeBase:** Each week students meet with their Academic Advisor in a consistent location for HomeBase. On most weeks, HomeBase takes place on Monday. However, due to a holiday or inclement weather, HomeBase will take place on the first school day of the week. ***The purpose of HomeBase is for students to engage in discussions and activities that foster community and enable them to make intentional decisions related to personal/academic goals and weekly booking.*** If students do not have specific academic needs, and they have not been pre-booked by a teacher, they can sign up for one of the resource areas. Attendance for HomeBase will be taken in PowerTeacher and AT Software. As a credit bearing class, it is important to note that HomeBase is an integral part of **AT**. HomeBase also serves the function of delivering announcements and other communications.
- **AT:** Tuesday-Friday students will be booked in a variety of locations for **AT** (Mod 2). Locations will likely be someplace other than HomeBase unless there is a legitimate reason for a student to book a day with their Academic Advisor. During **AT**, students should be engaged in academic activity and teachers should hold students accountable. Attendance for **AT** is taken in AT Software.
- **Booking:** Students and their Academic Advisors will schedule locations for **AT** (Tuesday-Friday) during HomeBase. Academic Advisors will provide appropriate support to assist students in prioritizing their academic needs. *Students should be aware that teacher requests (referred to as "pre-bookings") take priority.*
- **Pre-Booking:** Teachers can use **AT** software to pre-schedule particular students for particular days. This is called "pre-booking". Teachers may pre-book students for mini-conferences, academic acceleration, support, or work time. *Pre-booked appointment can not be changed without a conversation with the booking teacher.*
- **Weekly Schedule:** Students are responsible for knowing their **AT** schedule. Advisors will email students their weekly schedule at the end of each HomeBase and post a paper copy of their students' **AT** schedules outside their door by the end of the day on Monday.

AT STUDENT EXPECTATIONS

- All CHS students are expected to attend and actively participate in HomeBase and **AT**. Responsibility **and** accountability - are the criteria used to determine a Pass or Fail grade. A passing grade in **AT** is necessary to earn the .25 credit that will appear on each student's transcript. **AT** does impact GPA.
- Students are expected to take responsibility for their learning and to work with their Academic Advisor during HomeBase to create an informed **AT** schedule for the week. Students are expected to review their current academic standing in PowerSchool in order to prioritize bookings and to use **AT** time in support of their learning.

- If absent from HomeBase, students are expected to connect with their Academic Advisor to review/update their **AT** schedule for the week. *Students should be aware that Academic Advisors create a schedule for absent students.*
- Students are expected to remain in their booked **AT** location for the entire time. This applies even if the faculty member the student was scheduled to meet with is out sick.
- Students are expected to be in their booked **AT** location at the bell. Students who are found outside of their booked location during **AT** may be subject to disciplinary action by administration.
- Students are expected to adhere to all school-wide behavioral expectations during HomeBase and **AT**.
- Students are expected to be flexible during **AT**, understanding that there will be a wide variety of needs, requests, and questions for teachers.

UNIQUE CIRCUMSTANCES

- **Special Events:** Special events can be pre-booked and blocked in AT Software. All special events must be approved by Grade Level Advisors and Administration. Special events will be set up as pre-booked appointments for specific students.
- **Absent Students:** Students who miss HomeBase for booking will need to see their advisor the day of their return to verify their **AT** schedule for the week. If students miss HomeBase, Academic Advisors create their **AT** schedule for them and send it via email. Students may email their HomeBase teacher prior to Mod 2 on Monday in order to request particular teachers.
- **Seniors with Privileges:** All seniors are required to participate in **AT**. **AT** is a credit-bearing class and is reflected on student transcripts. Senior privilege does not apply to **AT**.
- **Inclement Weather:** If school is closed on a HomeBase day, the following school day will be a booking day. If school is closed on an **AT** day (Tuesday-Friday) these appointments are cancelled and the schedule for the following day is maintained.
- **Internet Failure:** If **AT** Software is unavailable during HomeBase, students will make requests using paper booking slips and their schedules will be entered and emailed ASAP. If the internet is down on an **AT** day (Tuesday-Friday), students will proceed to scheduled locations prepared to work without computers.

TEACHER EXPECTATIONS

- Teachers are expected to be in their **AT** locations on time.
- Teachers are expected to be respectful of students and their colleagues by limiting continuous pre-booking of particular students or groups of students.
- Teachers are expected to use strategies to do their best to meet the needs of as many students as possible during **AT**.

GUIDELINES FOR ACADEMIC AREAS

During HomeBase, students can book time to work with any of the teachers with whom they are currently taking classes. All core academic teachers are available during **AT**. Students are expected to use **AT** for productive academic pursuits. Students can also request that teachers pre-book them for **AT**.

While specifics of activities may vary by grade level and class, during **AT** students work with teachers to:

- Clarify assignment directions and expectations given by a teacher.
- Understand concepts that have been presented in class.
- Comprehend assigned reading material.
- Practice fundamental skills necessary for success in a particular class.
- Develop research formats for projects.
- Work on major projects.
- Work on or receive assistance with incomplete homework assignments.
- Retake/Redo concept tests or other assessments.
- Confer with a teacher to advance their studies.
- (When possible) receive instruction and guidance on science labs.

Students not needing direct interaction are encouraged to use **AT** to:

- Work on special projects.
- Work towards Honors Distinction.
- Complete extension activities.

NOTE: While **AT** may reduce the need for after school or study hall help, it may not eliminate the need for such help altogether. This is particularly true for students who may need to make up work that requires specialized settings or equipment.

ART

During **AT**, Art Resource Areas (Mr. Cannizzaro/Mrs. Cummings) are available only to students currently enrolled in Art classes or students working on a specific project. *There is no "open art" during **AT**.*

MUSIC

During **AT**, only members of the Band, Jazz Band, Chorus, or Chamber Chorus are permitted to engage in activities scheduled by the Music Department. Such activities might include extra practice sessions

and/or individual practice of pieces specific groups of students are scheduled to perform. Music teachers can also work with students in elective areas.

PHYSICAL EDUCATION

The Vermont Education Quality Standards state: *“Each school shall offer options for students in grades K-12 to participate in at least 30 minutes of physical activity within or outside of the school day. Physical activity may include recess and movement built into the curriculum, but does not replace physical education classes.”*

To provide opportunity for physical activity within the school day, all CHS students have the opportunity to participate in ‘Physical Activity’ during **AT**.

PE Teachers will supervise students in the Gymnasium and the Weight Room on Wednesday and Friday each week. ‘Physical Activity’ in the gym will be connected to the current curriculum. For example, if P.E. classes are doing CrossFit, the physical activity during **AT** that week will be CrossFit.

The P.E. Department will communicate weekly activities through AT Software so students are aware of the curriculum prior to booking.

P.E. Booking Guidelines:

- ‘Physical Activity’ sign-ups will be limited to 20 students in the Gym and 20 students in the Weight Room.
- HomeBase Advisors are encouraged to review grades prior to signing students up for ‘Physical Activity’.
- To sign students up for ‘Physical Activity’ during AT, click on the P.E. Department in AT Software.

Students may also be pre-booked by a CHS P.E. Teacher on Tuesday and/or Thursday for the following purposes:

1. To make up P.E. classes missed due to approved absences.
2. To review or refine skills addressed during regularly scheduled classes.
3. To do skills assessments.
4. To engage in character building and other sports related activities

GUIDELINES FOR RESOURCE AREAS

LIBRARY GUIDELINES

During **AT**, the following guidelines apply regarding library use:

1. The library has a limited number of spaces to ensure productivity and access to materials.

2. The primary purpose of the library is research, study, or computer access to work on assignments/projects related to classes in which students are enrolled. Library staff are available to assist students in using research tools and resources. Students are encouraged to see the Media Specialists in the Library for help.
3. A quiet atmosphere is the hallmark of any library. Students who do not respect the guidelines provided by library staff may face disciplinary action and their privileges revoked if behavior is not respectful. Library staff will communicate with Academic Advisors to monitor library access.

SUPPORT SERVICES

GUIDANCE

*Guidance counselors do not meet with students by appointment during **AT**.* However, small-group guidance presentations (e.g. common application help, financial aid help, etc.) will be pre-booked into student schedules as needed.

SPECIAL EDUCATION PLANS

Students served by plans (IEP/ 504/ EST) all have case managers assigned to them. Students who are eligible for Support Services will be encouraged to self-advocate with their Academic Advisors during HomeBase for appropriate placement during **AT**.

Each department is assigned instructional assistant staff who are scheduled in their **AT** locations to support students. Case managers act as Academic Advisors during HomeBase. During **AT** (Tuesday-Friday) all case managers have the ability to pre-book students to work on goals in the student's plan, provide work/skills support, provide tutoring, or engage in other relevant services.

GLOSSARY OF TERMS

***AT** has program specific terminology. Please review the terms below prior to reviewing the remainder of this manual.*

Academic Advisor – (A.K.A. HomeBase Teacher) The teacher assigned to meet with students each Monday during HomeBase. The Academic Advisor facilitates scheduling **AT** for each student for the duration of the week.

AT – The “A” represents Academic Acceleration, Access, and Advising. The “T” stands for Time. “AT” is a 5 day per week, 30 minute Mod designed to provide academic acceleration, support, and engagement to all CHS students. “AT” also refers to the days (normally Tuesdays through Fridays) students meet with their teachers for academic purposes.

AT Software – The electronic format we use to book and track student participation during HomeBase and **AT**.

Attendance – Arriving on time and remaining for the entire HomeBase/**AT** Mod.

Booking – Advisors schedule or “book” appointments for **AT** during HomeBase. Students can be “pre-booked” or request that teachers “pre-book” them for specific purposes.

CHS Planner – (A.K.A The Student Handbook) Includes a calendar in which students can record their **AT** bookings and class assignments.

Credit – Students will be awarded .25 credits per year for attending and participating in Homebase and **AT**.

Grade Level Advisor – Teams of two teachers who, by grade, oversee and assist Academic Advisors in coordinating scheduling and programming for their respective grade level **ATs**.

HomeBase – An advisory group assigned to one teacher (Academic Advisor) for scheduling and logistical purposes. HomeBase meets on Mondays for students to “book” their **AT** locations for the remainder of the week.

Participation – Engaging in productive work; remaining on-task with assignments or projects during **AT**.

Pre-Bookings – Teachers can request students and pre-book (schedule) them for **AT** days. During HomeBase, students and their Academic Advisor will review any pre-bookings for the coming week and schedule student requests around them. Pre-bookings are given priority.

Resource Areas – Spaces other than core academic areas in the building where students can receive targeted support or other access to materials, project-related items or assistance.

Student Notification – After students and their Academic Advisors make their **AT** schedule for the week, students will receive an email confirmation of their schedule. This will take place on HomeBase day.



Frequently Asked Questions

*Who do I go to if I have questions about **AT**?*

- Questions can be fielded by Admin, a student's HomeBase Adviser, or a student's Guidance Counselor.

What happens on Mondays during Mod 2?

- Students go to their HomeBase location to schedule **AT** (Tuesday-Friday) days for the week.
- Homebase Teachers review grades and any pre-booking requests with each of their students. The HomeBase Teacher then uses AT Software to book **AT** appointments for the week.
- Announcements and/or other logistics are communicated to students.

*How many student can sign up for any given **AT**?*

- Each teacher has a pre-set limit of 15 available slots for students. This limit can be modified by individual teachers through administrative approval.

*What if I forget my **AT** Schedule?*

- After HomeBase on Monday, advisers, using AT software, email each student's schedule to them. Students should check their email!
- Advisers also post a paper copy of their students' **AT** schedules outside their HomeBase. Students should check there!

What happens Tuesday through Friday during Mod 2?

- Students report directly to their scheduled **AT** locations to further their academic skills and/or to engage in physical activity.

What if I have a part-time teacher who is not at CHS every day?

- Students can only book part-time teachers on the day (A or B) the teacher is in the building.

*I'm a senior, do I have to go to **AT**?*

- Yes, all students are expected to participate in **AT**. Students should remember that **AT** is credit bearing and P (100) or F (0) earned in **AT** impacts GPA.

What if a student is out sick on Monday/HomeBase?

- Prior to HomeBase, students are encouraged to email or contact their adviser to make any scheduling requests.
- During HomeBase the student's Academic Advisor will review pre-bookings and PowerSchool grades and create an **AT** schedule for absent students.
- Upon returning to school, the student is expected to check in with their HomeBase Teacher/Academic Adviser to review/update their **AT** schedule.

What if I need help in a content area and my teacher is booked?

- Students and their HomeBase teacher should first try to book that teacher on another day or they could identify another content area teacher to meet with during **AT**. Students can also access teachers before/after school or at another mutually agreed-upon time other than **AT**.

*What if I need to make a guidance appointment during **AT**?*

- Guidance counselors pre-book group workshops during **AT**, not individual appointments.

What if I am pre-booked but need to go see another teacher?

- If a teacher has pre-booked you to come see them during a particular **AT** that appointment gets priority.

*If I am done with my work and still have time during **AT** can I go somewhere else?*

- No. Students are expected to thoughtfully book their time with teachers and to be prepared to work for the entire **AT** Mod.

*How do I earn credit for **AT**?*

- Students are awarded a Pass/Fail and .25 credits for attending and actively participating in HomeBase activities and **AT**. This will be reflected on the transcript.

Why do some HomeBase groups have more than one adult in them?

- Each Grade has a pair of Grade Level Advisors (GLA's) to help ensure that any **AT** activities go smoothly throughout their grade.

Why does administration continually walk past my room during HomeBase/AT?

- In addition to maintaining their own HomeBase, administrators circulate throughout the building to check in with students and teachers.