



# **Enosburg Falls High School**

*Encourage Effort*

*Honor Growth*

# **AT**

## **HANDBOOK**

### **2014-15**

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# INTRODUCTION

## EFHS Mission Statement:

The Enosburg Falls High School Learning Community believes all students can succeed in academic, social and civic arenas. We believe all students should become independent learners prepared to collaborate in a diverse, global society. We commit to providing a safe and effective learning environment and working with families and community members to support the personal, academic and career growth of all students.

## Enosburg Falls 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. In order to foster these connections, EFHS has a very 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 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

### 2014-15

- Five days per week, the EFHS schedule includes a 42 minute AT Period.
- ALL students in **grades 9-12** will be required to attend AT in their scheduled location.

### **Monday**

Home Base 42 minutes: *Meet with academic advisor and schedule **AT** locations for the week*

### **Tuesday-Friday**

AT 42 minutes: *Students follow their schedule to meet teachers for academic acceleration and support*

## How Does AT Work?

## HOME BASE (Monday):

- **Home Base:** Each week, students will meet with their Academic Advisor in a consistent “permanent” location for Home Base. Most weeks Home Base will take place on Monday. However, due to a holiday or inclement weather, Home Base will take place on the first school day of the week and AT will take place during the remainder of the week. The main purpose of Home Base is for students to meet with their Academic Advisor in order to book (schedule) their locations for the AT Periods for that week. If students do not have a specific academic need on a particular day and they have not been pre-booked by a teacher, they can sign up for one of the resource areas. Attendance for Home Base will be taken in PowerTeacher and the AT Software. It is important to note that Home Base is an integral part of AT as a credit bearing class (1/4 credit). Home Base will also serve the function of delivering announcements and other communications.
- **AT:** Each week, students will be booked into a variety of locations for AT periods for Tuesday through Friday. However, holidays or inclement weather may push AT days later in the week. AT locations will likely be someplace other than the Home Base location unless there is a legitimate academic reason for the student to book a day with their Academic Advisor. While at their AT location, students should be engaged in academic activity and teachers are expected to hold students accountable. Attendance for AT days is taken through the AT software.
- **Booking:** Students and their Academic Advisors will schedule locations for AT for Tuesday-Friday during Home Base. 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-booking”) take priority.
- **Pre-Booking:** Teachers will be able to use the AT software to request particular students on particular days. This is called Pre-Booking. Teachers may pre-book students for mini-conferences, academic acceleration or support, or work time. The only way for a pre-booking appointment to be changed is through a conversation with the booking teacher.
- **Schedule for the week:** Students are responsible for knowing their AT schedule. After completing bookings for the week, students will be required to utilize a physical (EFHS or other planner) or electronic organizational tool to **RECORD** where they will be going on AT days. The Academic Advisor must approve this recording method. Each Academic Advisor will post a paper copy of their Home Base Students’ weekly schedule at their regular Home Base meeting place by the end of the day on Monday.

## AT STUDENT EXPECTATIONS

- Students are expected to attend and participate in the 42 minutes (starting at 10:53 AM) of Home Base or AT daily. Attendance **and participation** in Home Base and AT are the criteria that will be used to determine Pass or Fail status for AT. A passing grade is necessary to earn the .25 credit (per year) for this class that will appear on each student’s transcript.
- Students are expected to bring their iPads and any other relevant materials to AT.
- Students are expected to work with their Academic Advisor to make a schedule for the remaining AT days each week (usually Tuesday-Friday).
- During Home Base, students are expected to review their current academic standing in PowerSchool in order to prioritize bookings for AT.
- Students are expected to respect the priority of pre-bookings for AT.

- If absent from Home Base, students are expected to connect with their Academic Advisor as soon as possible upon returning to school to review/update their AT Schedule (the Academic Advisor will complete a schedule for absent students).
- Students are expected to remain in their booked AT location after arriving. This also applies if the particular faculty member is out sick.
- Students are expected to meaningfully use AT time in support of their learning in their booked location each day.
- 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 within the AT Period (this includes both Home Base and AT)
- Students are expected to be flexible during AT periods, understanding that there will likely be a wide variety of needs, requests, and questions for teachers.

## UNIQUE CIRCUMSTANCES

- **Special Events/ Group Meetings.** Special events may be booked and blocked into the AT Software by those requiring an audience with a specific group of students. 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 Home Base for booking will need to communicate with their AT Home Base teacher immediately at the beginning of the day of their return so that the remainder of their week can be verified. Students may also email their home base teacher their requests if they are absent. If students miss Home Base, their Academic Advisors will make their AT schedule for them. Students' schedules will be emailed to them at the end of Home Base.
- **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 Home Base day, the following school day will be a Home Base day. If school is closed on an AT day (Tuesday-Friday), appointments will need to be re-scheduled the following week.
- **Internet Failure:** If the software is unavailable during Home Base, students will book via paper booking slips in Home Base. Paper student schedules will be posted by the end of the day at students' regular Home Base locations. If the internet is down on an AT day (Tuesday- Friday) students should proceed to their 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 extensive/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.

- Teachers are expected to enter brief descriptions of what the student will work on during AT in the comment sections of the software. Comments are entered in order to help prepare students and colleagues for the needs of students during AT for the week.

## **GUIDELINES FOR ACADEMIC AREAS**

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

- Clarify assignments that they may have been given by the 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.
- Receive assistance with incomplete homework assignments.
- Re-take quizzes and tests.
- Confer with their teachers to advance their studies.
- (When possible) receive instruction and guidance on science labs.

Students not needing direct interaction with teachers are encouraged to use AT as a time to:

- Work on special projects.
- Work towards Honors Distinction.
- Complete extension activities.
- Serve as classroom mentors and/ or assistants.

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

### **CONTENT AREA GUIDELINES**

During Home Base, students have access to scheduling any of the teachers with whom they are currently taking class. Students are expected and supported in prioritizing booking time with their core academic teachers. During AT all core academic teachers are available. Students are expected to use AT wherever they are scheduled for productive academic pursuits.

### **ART**

During the AT, Art Resource areas (Mrs. Voss/ Mrs. Brasourd) are available only to students who are currently enrolled in Art classes, or who are working on a project. There is no “open” Art.

## **MUSIC**

Students who are currently members of the Band, Jazz Band, Chorus, or Chamber Chorus are permitted to engage in activities scheduled by the Music Department for them. Such activities might include extra practice sessions and/or individual practice of parts in pieces that these groups are scheduled to perform. Music teachers can also serve students in their elective areas.

## **PHYSICAL EDUCATION AREAS**

**There will be no “open gym” during AT.** The gym is available only on a limited basis. For the first quarter, this area is available only through pre-booking by the PE teachers. PE teachers are available only for students who are currently enrolled in their classes. For the first quarter of 2014 students will only be allowed to report to PE areas via pre-booking from PE teachers.

For Second Quarter of 2014-15, the PE teachers will distribute a PE bulletin to AT Home Base Teachers for student scheduling of activities.

The gym is available for limited purposes only:

1. To make up classes missed due to approved absences.
2. To review or refine skills addressed during regularly scheduled classes.
3. To do skills assessments.

**REMEMBER: AT will not be utilized for “open” gym activities**

# **GUIDELINES FOR RESOURCE AREAS**

## **LIBRARY GUIDELINES**

During the AT block, the following guidelines apply regarding the utilization of the library:

1. Library and computer lab spaces have limited number of spaces to ensure productivity and access to materials.
2. A primary purpose of library use is for research, study, or on a limited basis to access computers to work on classes in which students are enrolled. Library staff are available to assist students in the wide array of research tools and hard copy resources available. Students are encouraged to see Mrs. Harris to assist them in any way possible.
3. A quiet atmosphere is the hallmark of any library. Students who do not respect the guidelines provided by library staff will face disciplinary action and will have their privileges revoked if behavior is not respectful. Library staff will communicate with Academic Advisors to monitor library access.

## **COMPUTER LABS**

There are several reasons that students might wish to book themselves into a computer lab:

1. Students might wish to request advice and consultation regarding the use of technological tools for some aspect of a current project or assignment.
2. Students might require the assistance of the Computer Resource teacher for a computer-related class.
3. Students might want to spend time learning a new piece of software or application. In such instances, this could likely become a cooperative venture between teacher and student due to the possibility that the computer resource center teacher might not know the application themselves.

Some additional restrictions that apply to the Computer Resource Centers are as follows:

- As is always the case in computer areas, no food or drink is allowed due to the sensitive nature of the equipment in these rooms.
- All “Acceptable Use” procedures remain in place during AT, i.e. students who engage in inappropriate uses of computers will be subject to disciplinary action as outlined in the EFMHS Acceptable Use Policy that is signed by every student at the beginning of the year. Consequences can include temporary or permanent sanctions regarding the use of all computers on the network of the school.

Computer Lab	Library
Mrs. Brasourd	Mrs. Harris
Silent Study Hall	Research Skills Support
20 Students	30 Students

Laptop Carts are available to be signed out by individual teachers for AT

## **SUPPORT SERVICES**

### **GUIDANCE ROLE**

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

### **PLANS:**

Students who are 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 Home Base for appropriate placement during the AT (Tuesday-Friday).

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



# GLOSSARY OF TERMS

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

***Academic Advisor*** – Teacher assigned to meet with students each Monday during Home Base. The Academic Advisor for each group facilitates booking (scheduling) for each student during Home Base for the duration of AT Periods that week.

***AT*** – The “A” represents Academic Acceleration, Access, and Advising. The “T” stands for Time. “AT” is a 5 day per week, 40 minute period during the day (on both A and B days). AT is designed to provide academic acceleration, support, and engagement for all EFHS students. “AT” also refers to the days during which students meet with their teachers for academic acceleration, access, advising, and support (normally Tuesdays through Fridays).

***AT Software*** – The electronic format for recording student AT schedules and tracking student daily participation during Home Base and from Tuesday through Friday.

***Attendance:*** Arriving on time and remaining for the entire duration of the AT period.

***Booking*** – Students or their teacher book an appointment for a particular AT day.

***EFHS Planner***– Also known as the Student Handbook that includes a calendar in which students can record their bookings and class assignments.

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

***Home Base*** –A group assigned to one teacher (Academic Advisor) for scheduling and logistics. This group meets one day per week. Students will “book” their locations for the remainder of the week. On the first day of the week (normally, Mondays), students meet in their AT Home Base to plan the remainder of their AT periods for 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 any day’s AT for the coming week. During Home Base, students and their Academic Advisor will review any pre-bookings for the coming week and schedule student requests around Pre-bookings. (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 schedules for the week’s AT. Students will receive email confirmation of their schedule. This will take place on each week’s Home Base Day.

# AT

## Frequently Asked Questions

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

- Please contact the student's guidance counselor

*What happens on Mondays?*

- Students go to their regular Home Base location for scheduling the remaining days of AT for the week.
- Each student's Home Base Teacher reviews PowerSchool, grades and any pre-booking requests with the student. The Home Base Teacher and the student then use the AT software to book AT appointments for Tuesday through Friday.
- All bookings are made in real time through the AT software.
- Announcements or other logistics are addressed for the community, grade, school, or group.

*How many spaces are available for booking?*

- Each teacher has a pre-set limit of 15. This limit can be modified through approval by the administration

*What if I forgot my AT Schedule?*

- *First, check your student planner/handbook or your electronic scheduling strategy*
- *Each Home Base teacher will post a paper copy of their roster outside their regular meeting location with weekly appointment locations.*
- *After Home Base meeting on Monday, the AT software can email each student's schedule to them.*

*What happens on Tuesday through Friday?*

- Students report directly to their scheduled AT location for:
  - Clarifying assignments that they may have been given by the teacher
  - Understanding concepts that have been presented in class
  - Comprehending assigned reading material
  - Practicing fundamental skills necessary for success in a particular class
  - Developing research formats for projects
  - Working on major projects
  - Getting assistance with incomplete homework assignments
  - Receiving instruction and guidance on science labs (when possible)

Advanced students are encouraged to use AT as a time to:

- Confer with their teachers to advance their studies
- Work on special projects or Complete Honors Distinction

*What if I have a part-time teacher who is not here every day?*

- Part time teachers can be booked only on the days they are in the building

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

- Yes, all students are expected to participate in AT

*What if a student is out sick on Monday/Home Base?*

- Prior to Home Base, students are encouraged to email or contact their teachers directly to make any scheduling requests if they are going to miss Home Base.
- During Home Base the student's Academic Advisor will review pre-bookings and PowerSchool grades to make book the student for AT.
- Upon return to school, the student is expected to check in with their Home Base Teacher/Academic Adviser for their schedule. Each Home Base teacher's roster will be posted outside of their classroom for the week. At the end of AT on Monday, each student's schedule will be emailed to them. If the student is pre-booked by any of their teachers, those appointments are made.

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

- Students and their Home Base teacher should first try to book that teacher on another day or, they could identify another content area teacher to meet with during AT.

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

- Guidance is only available for group workshops during AT, not individual appointments.

*What if I am pre-booked and would much rather go see another teacher?*

- If a teacher has pre-booked you to come see them during a particular AT, that gets priority over student requests.

*What 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 Period.

*How am I graded/ how do I earn credit for AT?*

- Students will be awarded a Pass/Fail and .25 credits for attending and participating. This will be reflected on the transcript.

*Why does administration continually walk past my room during Home Base/ AT?*

- In order to ensure the integrity of the system, administrators patrol the halls to be sure that all students are in the appropriate place.

*Can I access the library during AT?*

- The library can be booked on a limited basis for research support, or to access the laptop lab for academic work.