

MANCHESTER VALLEY HIGH SCHOOL

STUDENT ENRICHMENT TIME

“ACHIEVING EXCELLENCE TOGETHER”



3300 MAPLE GROVE ROAD
MANCHESTER, MD 21102

JULY 2012

STUDENT ENRICHMENT TIME

OVERVIEW

Student Enrichment Time (SET) is a separate, specified block of time embedded into the school day to provide students with support to meet the demands of increased academic rigor and to enrich their complete learning experience.

SET ACTIVITIES

The following components were identified to address the areas where students will receive the most benefit from SET. As this is a new program, adjustments will be made based on data/feedback from the students and teachers.

- ❖ **Testing** – Students who need to make-up a test or quiz are encouraged to take advantage of this opportunity in order to avoid additional loss of class instruction.
- ❖ **Tutoring** - Teachers must assume the role of providing a service to their clients, the students. Students may see a teacher to complete work or receive tutoring, i.e.:
 - Advanced Placement Support and Test Preparation
 - High School Assessment Remediation
 - Priority:
 - ❖ Tuesdays – Mod 1 Priority
 - ❖ Wednesdays – Mod 2 Priority
 - ❖ Thursdays – Mod 3 Priority
 - ❖ Fridays – Mod 4 Priority
- ❖ **Media Center/Research** - Students may complete research or class assignments in the Media Center.
- ❖ **School Counseling/Career Counseling** – Students may meet with their school counselor or utilize the Career Center during this time.
- ❖ **Clubs** - To promote participation in school activities.
- ❖ **Projects** – Students may work independently or in groups on teacher-assigned projects.
- ❖ **Self-Directed Learning** – Students may work independently on school-related tasks.

HIERARCHY

Students will report to their advisory everyday for SET and will be dismissed from advisory to SET activities based on the following hierarchy:

Advisory Mondays – No SET on Mondays. Students remain in advisory for the entire period. Note: advisory activity may be held on other days as designated by the administration.

Tuesdays, Wednesdays, Thursdays, & Fridays – Students will have SET activities available to them following the priorities established below:

1. Testing
2. Tutoring – AP or HSA classes are always the top priority. The Mod 1/2/3/4 Rotation will serve as a priority sequence to resolve conflicts when students are requested to meet with more than one teacher.
3. Media/Research
4. School Counseling /Career Center
5. Projects
6. Self-Directed Learning

REGULAR BELL SCHEDULE

<u>MOD</u>	<u>TIME</u>	<u>LENGTH</u>
Mod 1	7:30 – 8:50	80 minutes
SET	8:55 – 9:35	40 minutes*
Mod 2	9:40 – 11:00	80 minutes
Mod 3	11:05 – 12:55	80 minutes
A Lunch	11:00 – 11:30	
B Lunch	11:45 – 12:15	
C Lunch	12:25 – 12:55	
Mod 4	1:00 – 2:20	80 minutes

The following parameters have been established for altering the regular bell schedule:

- ❖ SET will remain in the bell schedule on days with unscheduled late arrivals.
- ❖ SET will not take place on scheduled early release days
- ❖ SET Mod may be adjusted on mandated test days

*Morning announcements will take place at the beginning of SET. At the conclusion of the morning announcements, students will be dismissed to SET. Students will have five minutes to transition to their SET destination.

ADMINISTRATIVE PROCEDURES

- The academic facilitator will coordinate SET for Manchester Valley High School
- SET will be held between Mod 1 and Mod 2 and will be supervised by the student’s advisor. Students will report to their advisor after Mod 1.
- School announcements will be broadcast during the beginning of SET. At the conclusion of announcements teachers will have approximately one minute to finalize student sign-outs and other advisory logistics.
- All MVHS teachers must be available during SET.
- Staff may initiate or students may request a pass to attend a SET activity.
- Students can use their agenda books to help them keep track of SET Appointments. Teachers are also encouraged to use a calendar to keep track of which students are coming back for help.
- Any student earning a grade lower than a “C” or any student with a “0” on any assignment not completed, should be given an appropriate SET tutoring request from the teacher in order to work on making up assignments or to receive tutoring. In the event students are issued passes from more than one teacher for the same day, AP and HSA courses have the highest priority over all other courses. All other courses will follow the priority schedule which rotates depending on the day of the week.
- During the first few days of school, students will remain in SET with their advisor. The advisor will provide instruction on the purpose of SET as well as the procedures. Teachers must emphasize that this period is not a “free” period or a “study hall” and are expected to enforce the requirement for students to be engaged in self-directed learning during SET. Listening to music, playing cards, sleeping, and other recreational activities are not permitted during SET.

Obtaining Passes

- MVHS will use the FLEX Tracker to keep track of student passes and locations.
- All requests for students must be entered in the database by 9am the day of the pass.
- After morning announcements, advisors will check their lists in the database by viewing the “Send Students” Page. As students leave for their destination, the advisor will check them as “Sent”. If a student has more than one request, the advisor/student will consult the daily priority to help determine where students should report. If students are requested by a teacher, they must report to that teacher – they do not have the option to remain in their advisor’s classroom.

- Students may not leave SET without a request entered into the FLEX Tracker.
- Upon arriving at their SET location, teachers will record student attendance using the “Receive Students” Page in FLEX Tracker. Teachers should check students as “Received”. If a student does not arrive to a teacher that expects him/her, teachers should call the Time Out Room Monitor, who will track down the student.
- If a student refuses to report to a teacher that has requested him/her during SET, the teacher should issue an officer referral indicating “Out of Assigned Area”, and contact the student’s assistant principal for discussion of disciplinary actions. Students that arrive late to SET or cut SET altogether will be disciplined according to the teacher’s and schools published guidelines.
- Once a student reports to their designated SET assignment they must remain for the entire mod.

SET GUIDELINES FOR STAFF

Testing –

- A room will be designated as the SET Testing Room and a staff member will be assigned to this room for exam administration and supervision.
- An additional Testing Room will be created and staffed to meet Individualized Education Plans.
- Students will be sent to Testing room via teacher request.
- Teachers will provide a copy of the make-up test that is to be given to the test proctor in an envelope with specific testing directions indicated on Testing Slip.
- Teachers will be given the option to have students take the test in a Testing Room or in their own classroom.
- Teacher will decide how much of the test is to be taken at one time. The test can be broken down into segments. The teacher needs to indicate whether the test is to be held or returned if not completed during SET.
- Once a student completes test, he or she is to remain in the testing room until the end of SET.

Tutoring –

- Teachers should communicate with advisors about grades to help with monitoring which classes students need to attend during SET
- Teachers are encouraged to collaborate during review sessions or pair up with buddy teachers so that more students’ needs can be met (when appropriate).

Substitute Plans:

- If a teacher knows of an absence ahead of time, he/she plan appropriate activities for SET groups and work with a buddy teacher to provide assistance to substitute teacher and students (Buddy teacher also covers during Club meetings if the other teacher has a club to advise)
- The time out room monitor will print and deliver a list of advisees with passes to the substitute before the beginning of SET.
- Each Academy is encouraged to develop a database of Academy related packets (or from a bank of engaging activities that staff donate to the group i.e., “Who Dunit stories”) for students remaining in their advisor’s room.

Media/Research –

- Students will request passes to use the Media Center Computer Lab before 9am. The Media Center Staff will enter student requests into FLEX Tracker.
- Media Center passes will be limited to 30 per day. Once the slots are filled students can be signed up for the next available day.
- Students may not use the media center during SET to find books, etc. This should be taken care of before school.

School Counseling/Career Center –

- Requests are obtained before or after school, during lunch, or during class changes. Classes may not be interrupted to get a pass.
- Presentations from college representatives will be scheduled during this time whenever possible.
- Group and/or individual counseling will be available to students during this time.
- The Career Connections Coordinator, if possible, should not be assigned an advisory as he or she will need to be available to assist students in the Career Center and/or meet with student interns.
- If the Career Connections Coordinator is not available, a maximum of 4 students may work on computers in Career Center under the supervision of a member of the guidance staff.

Clubs –

- Clubs may meet once every six weeks during SET and may also meet at other times before or after school.
- Every effort will be made to divide major clubs to minimize student conflicts.
- School-sponsored sports teams are not considered a club.
- Time will be designated for students to sign up for clubs during SET by the end of the second week of school.
- The first club meeting for the 2011-2012 school year will not take place until the second week of school.
- SGA should have Advisory representative elections by the second week of school.
- Club requests will be handled through the FLEX Database.
- Club sponsors will arrange coverage of their advisory with another teacher on their club day.

Projects –

- This opportunity is designed specifically for students who are academically successful in their classes and desire additional enrichment.
- Teachers will provide passes for students to report to their classroom with specific assignments, study groups, make-up work, performance rehearsals, etc.
- Students may utilize the media center for researching individual or group projects.
- Project locations should be sensitive to the disruptive nature of the activity.

Self-Directed Learning –

- No pass required – students remain with their advisor.
- Time will be used to work on homework, school assignments, personal portfolios, study, read, or complete Academy Enrichment materials.
- Students are expected to bring work with them.
- Peer tutoring may be available within the classroom at the teacher’s discretion.
- A strict learning environment must be maintained the whole time. No card playing, sleeping, listening to music, etc. Advisors should consider a priority list of activities to encourage students to be as productive as possible during this time. Departments and academies will prepare a bank of enrichment materials for students who do not have other assignments.
 - Materials will be available for substitutes
 - Consider reward system for completing a certain number of enrichment activities
- Advisors are encouraged to utilize communication with teachers for their advisees to help direct students to focus on specific academic needs.
- Student access to lockers or restrooms should be severely limited.

Oversight:

- A database will be monitored by the Academic Facilitator to track student usage of SET.
- Administration will engage in informal walk-through observations during SET to ensure that teachers and students are engaged in SET activities as specified.