

## **MVHS ADVISORY**

### **A. BACKGROUND:**

The advisory concept was written into the original MVHS Charter's goals, performance standards, plans to meet individual needs of students, and employment policies. The basic concept in the Charter was that all full-time teachers would have an advisory class of approximately 15 students. The goal of that class was to establish individualized student learning plans, to monitor student academic performance, to set monthly tasks and goals to address student strengths and weaknesses, to be part of the student's discipline (if needed), and to establish communication with all the advisee parents. The first year of existence MVHS had an advisory program that was somewhat effective. Part of the problem with the advisory that year was that no one knew what was expected, no one planned for the program, and the success/failure of the program was often due to the mixture of students. The following outline presents the new advisory, which, being a work in process, may change.

### **B. ADVISORY CLASSES AND TEACHERS:**

1. All students have been scheduled into an advisory. The advisory classes are mixed grade levels. The advisory classes are held throughout the day. Most advisory classes will be held in the library/computer lab. Advisory class size varies from 10 to 15. Some adjustments need to be made to equalize the class count.
2. Teachers will select the class period for advisory that fits their schedule and the school schedule.
3. Each advisory will meet three times per week. The class periods should be:
  - A. one day of planned study hall to be decided by the students;
  - B. one to two days per week should be spent on individual advising (checking on grades, setting goals, etc.);
  - C. one day per week (depending on need) should be a school-wide activity to include learning styles, state requirements, team building, and two times per month seminar on the same material school-wide.
4. Any activities that are a school-wide activity will be discussed and instructions given in the faculty meeting preceding that activity.
5. Teacher Responsibilities in Advisory include;
  - A. Academic counselor: academic goals set quarterly, checking success/problems, helping students find tutoring, if needed.
  - B. Maintaining a student folder that includes a four-year plan, transcripts, and quarterly student learning plans.
  - C. Acting as student advocate in the following areas: academic, attendance, discipline, and training students to be their own advocates.
  - D. Once a Semester Communication with parents relative to academic goals and successes

6. Teachers need to be careful that in the advisory students understand that any mention of suicide, drug use, or abuse must be reported to the proper officials. It is the law. Teachers need to find the fine line between being, as Kurt said, friendly and familiar.

### **C. ADVISORY STUDY HALL GUIDELINES**

1. Study hall is a privilege. It is to be used to keep up with your academic studies. It may be used to do homework, have tutoring, read novels/magazines, or to prepare projects. It is not a nap session, a gab session, a goof-off session, or a grazing time.

2. Attendance rules are the same in Advisory as in any class. If you are tardy or not present, the same rules apply as in any class (Refer to your hand book for further information on attendance!!).

3. You cannot check out of this class without a permission slip from the office for a doctor appointment, family emergency, etc.

4. Common courtesy is expected in this class. This means:

A. You are to bring your work with you to class. You may not leave class to find work to do. Computers may be available for your use; each teacher will establish a system for who uses the computers available. You may not interrupt another teacher's class to ask for work. If you are going for tutoring, bring a completed pass from the teacher who is tutoring you. If you bring no work, the teacher may assign work. If the teacher has to remind you to bring work more than twice in a quarter, your parents may be informed.

B. You must be quiet in study hall. Many students need quietness to concentrate on their work. If you want to listen to music during study hall, you may do so, but only if others can't hear the music and only if you continue working on schoolwork.

C. No food or drink is allowed in the study hall except for water.

D. No sleeping in study hall. Go home if you are sick or tired.

E. Respect the room. Leave the room clean and orderly. Do not use the equipment in the room unless given permission by the teacher.

Good use of study hall can raise your grades in almost all classes!!!!

Plus leave weekends free!!!!

### **D. THE "NEXT STEP" PLAN**

1. All students should fill out the Student Information part of the Plan. The English Language Section is especially important.

2. Student Goals should be filled out. 9th grade does only the 9th grade, 10th grade does only the 10th grade, etc. They answer all 5 questions. Remind them their parents will be seeing this.

3. Student Course of Study (pages 2 and 3)
  - a. Students should fill out the sections that apply to them (seniors will be filling out all four years, juniors fill out only three years, etc.)
  - b. They should
    1. Fill out the year.
    2. Ignore the CRT Exam except for sophomores and seniors who have their test results.
    3. Fill out the overall GPA each year of attendance
  - c. They do not need to fill out the Course of Study because the Four Year Plan takes its place. Be sure the Four Year Plan is filled out for all four years.
  - d. They should fill out the "Is This student on target...."  
On target means: At the end of freshman year they have passed 6 credits; sophomores should have passed 12 credits; juniors should have passed 18 credits; Seniors should have seven classes or less to pass to graduate. If they are not on target, advise them of options.
4. Put folder in order for parents to see. Be sure all forms are filled out and appropriate. The forms needed in the folder are:
  - a) Next Step Plan pages 1, 2, 3.
  - b) Four Year Plan completed.
  - c) Goals for the First Semester.
  - d) Transcript and Class Schedule.
  - e) Test Results.
  - f) Signature Sheet signed by student and you, the advisor. Parents will need to sign this also.
  - g) Student Handbook Signature Sheet signed by parents and students.
5. A suggestion would be to do an individual advisee session to be sure the folder is in order and then have you and the student sign the required sheet. You sign as the "Counselor or other school official". Be sure to read what the students have written so nothing inappropriate goes to the parents on Back To School Night.

#### **D. THE FACULTY ROLE IN ADVISORY:**

1. All of this is a work in process, meaning, that all suggestions, comments, and planning should be done with the entire staff.
2. Each faculty meeting will include a time to prepare for the advisory that week or month. Also successes and problems with advisory should be addressed during these meetings.

3. Planning for advisory should be done by the entire faculty. Linda and Barb will be responsible for collecting materials, providing instruction, etc. to make this work for the remainder of this school year.

4. When needed, the staff should look at the advisory program and revise it for the next year.

## **E. A SAMPLE PLAN FOR AUGUST/SEPTEMBER ADVISORY:**

1. Week One, August 22 - 26:
  - A. Folders for students: four year plan, transcripts, schedules.
  - B. Student Learning Plan:
    - i. Learning Styles of Students
    - ii. Establish two academic goals and one personal goal for the first quarter.
  - C. Questions about MVHS, Student Handbook, Schedule Changes
  - D. Study Halls: Go over rules for study hall; have one study hall using the rules.
  
2. Week Two, August 29 - September 1:
  - A. Complete State Next Step Plans to have for Back to School Night.
  - B. School-wide seminar on the same material.
  
3. Week Three, September 6 - 9:
  - A. Being your own advocate: how to approach teachers/director.
  - B. Advisory: Individual Check on successes and failures
  
4. Week Four, September 12-15:
  - A. Career Clusters on the computer
  - B. Advisory: Individual Check on successes and failures Progress reports without surprise!!
  
5. Week Five, September 19-22:
  - A. Mid quarter evaluation of goals
  - B. School-wide seminar on the same material
  
6. Week Six, September 26-30:
  - A. Team building/physical activity/community service
  - B. Survey of what student's would like to cover in advisory on a school-wide basis.