

Carl Hayden
Advisory Handbook



2021-2022

Advisory Defined

A period of time during the school day dedicated to increasing academic achievement through interventions and support.

Advisory Mission

To promote and increase student success through targeted interventions while creating positive campus relationships

Advisory Credit/Grading

- Advisory is a Pass/No Pass (P/NP) course
 - Make sure that you have changed your settings in Synergy
 - See “Advisory Resources” on page 8
- Students receive 0.25 credits per semester
- In order to receive credit for Advisory, students must meet the following requirements:
 - participate in interventions to increase academic success
 - build positive campus relationships
 - strive to be an Ideal Learner
- Below is our universal rubric for grading for advisory. Teachers enter one weekly grade based on the rubric below. Each category is worth 1 point. Students earning:
 - 1 point = NP (No Pass)
 - 2 or 3 points =P(Passing)

Points	Advisory Criteria	Evidence of Criteria
	<ul style="list-style-type: none">• participates in interventions to increase academic success	<ul style="list-style-type: none">• travels twice a week to classes with lowest grades• works on homework, projects, classwork when NOT traveling• reads silently or work on ALEKS (online math program)
	<ul style="list-style-type: none">• builds positive campus relationships	<ul style="list-style-type: none">• participates in Advisory team building activities• participates in a club or sport• attends school performances, activities, or events
	<ul style="list-style-type: none">• strives to be an Ideal Learner	<ul style="list-style-type: none">• sets goals, reflects on results, and determines next steps• cultivates management skills to stay organized (agenda)

- Evidence of Criteria is NOT a check list, but simply ideas for ways students can earn a point for each criteria.

Advisory Daily Schedule

<p>Advisory (First 7 Minutes) 9:55-10:02am</p>	<ul style="list-style-type: none">• Teachers welcome students at the door, reinforcing proper wearing of school ID• Teachers take attendance and make necessary announcements• Students that will be traveling follow the sign out procedure (paper or electronic travel log)• Students not traveling begin working <p><i>Students may not travel if they have not been signed out by the receiving teacher.</i></p> <p><i>Students should remain in class until the announcement, "You may now travel," is made.</i></p>
<p>Passing Period (5 Minutes) 10:02-10:07am</p>	<ul style="list-style-type: none">• Students that have properly been signed out may leave and travel to the designated teacher• Teachers monitor students leaving, assuring students are wearing their ID and have agendas in hand• Students not traveling continue working <p><i>Students without an agenda may not travel.</i></p> <p><i>Students should use the restroom before advisory begins or after traveling has ended.</i></p>
<p>Advisory (28 minutes) 10:07-10:35am</p>	<ul style="list-style-type: none">• Teacher welcomes students at the door, reinforcing proper wearing of school ID• Students sign in following your procedure (paper or electronic travel log)• All students should be completing work <p><i>If a student needs to leave your room, they must have assigned agenda with them as a pass.</i></p>

****Students are expected to travel twice a week****

Teacher Responsibility

#1: Implement Expectations and Procedures

Recommended daily classroom procedures/expectations:

- Greet students at the door
- Establish a seating chart for the class
- Require students to have their agendas open on their desks
 - Ensure students are signed out for tutoring prior to arriving to Advisory Class
 - Stamp students leaving for Advisory
- Develop a system for interacting with each student about his/her attendance, grades, and future endeavors
- Communicate any pertinent information/show video announcements
- Develop a system for tracking all student travel (in-coming and out-going), so if a student is called, you can state where they have traveled
 - If registration calls for a student, you should be able to tell them where they have traveled
- Make certain that students are clear about expectations when not traveling
 1. Students should be actively engaged in learning (homework, reading, studying...)
 2. Electronic devices may be used for academic purposes per teacher discretion
- Enforce required expectations:
 - Travel a minimum of twice a week
 - Show academic progress and grade reflection (Templates in resource section and student agenda)
 - Participate in school activities, clubs or sports
 - Adhere to Advisory and school rules

#2: Establish Positive Relationships

Advisory teachers to incorporate team and relationship building activities in their Advisory class.

Advisory teachers should:

- use this time to connect with students
- create a class activity or project
- use this time to discuss grades, attendance, and student participation

#3: Track Students Attendance

Students' success begins with daily attendance in all classes. Advisory teacher should encourage students to attend all classes daily.

- Take accurate attendance daily
- Establish and implement a tardy policy
- Track/evaluate students' attendance in all their classes
 - Check students' attendance record weekly
 - Call home after 3rd absence (Document call in Synergy)
 - Request attendance intervention by Student Liaisons after 5th absence

#4: Encourage Academic Success

- Track student traveling using a log
- Monitor each student's academic progress
 - Check grades after every progress report
 - Pull a summary report for each student
 - Pull the D/F report for Advisory class
 - Credit Checks in August and January (Synergy-Course History)
- Assist students in creating an action plan for improving low grades
 - Focus on 1 or 2 classes at a time
 - Require students to travel to any class in which students are struggling or have low grades
- Encourage students to collaborate with their Advisory classmates
- Contact other stakeholders (teachers, counselors, parents, support services...) to get more information on how the student can be successful
- Fill out RFI Form (link sent out by APSS) when there are academic concerns

#5: Teacher-Absence Procedure

There are not teachers available to cover Advisory when you do not have a substitute. In this case your Advisory will need between be split to neighboring classrooms.

- Download a class list from Synergy
 - Speak with the teachers in neighboring classrooms
 - Divide the list into three groups, such as Group A, Group B, Group C
 - Assign each group to a neighboring teacher
- Share group and traveling assignments with
 - your students
 - the 3 neighboring teachers
 - your evaluator and their assistant

Student Responsibility

#1: Travel for Tutoring Twice a Week

Students are more successful when they seek the support they need. Students must get signed out prior to Advisory.

- Students cannot get signed out during Advisory. For best results, students should plan traveling in advance.
- Students cannot travel without the proper stamp or signature from the requesting teacher.

#2: Utilize Student Agenda

- carry daily
- required for all traveling (no traveling without an agenda)
- required for all out of class needs (restroom, nurse...)
- visible and opened to current traveling date
- use as a daily planner for events, assignments, and more
- use it to track assignments and homework
- use it to track class grade

#3: Adhere to Advisory and school rules.

Students are expected to:

- follow the rules of Carl Hayden and their Advisory class
- attend Advisory class daily
- arrive to class on time
- remain in class until dismissed by teacher/announcement to travel
- work or study while in Advisory
- participate in Advisory class activity

#4: Participate in School Activities

Students who participate in campus activities are more successful in academics

At Carl Hayden students are encouraged to participate in a club, sport, and/or attend campus events.

- Students are encouraged to attend at least 5 campus events per semester.
 - This should be tracked in the student agenda
 - Events can be during the school day or after
 - Examples:
 - Club/Sport
 - Advisory/after-school performances
 - Lunch-time events
 - School event

Library Advisory Procedures & Expectations:

- Students must sign up to attend advisory in the IMC before school, after school, or during lunch
- Students can sign up for advisory up to one week in advance
- Students cannot sign up during class time
- The IMC has a stamp used for signups & a folder/sign in sheet to keep track
- Only 40 students are accepted during advisory each day
- Advisory in the IMC is only for academic purposes (using computers for class work or school related purposes, study area/tables, or reading)
- The library does not accept teacher passes

Advisory Resources

Additional Advisory resources are available through:

Office 365 >SharePoint >CHHS PLC's > Documents >Advisory ([CHHS Advisory Share Point](#))

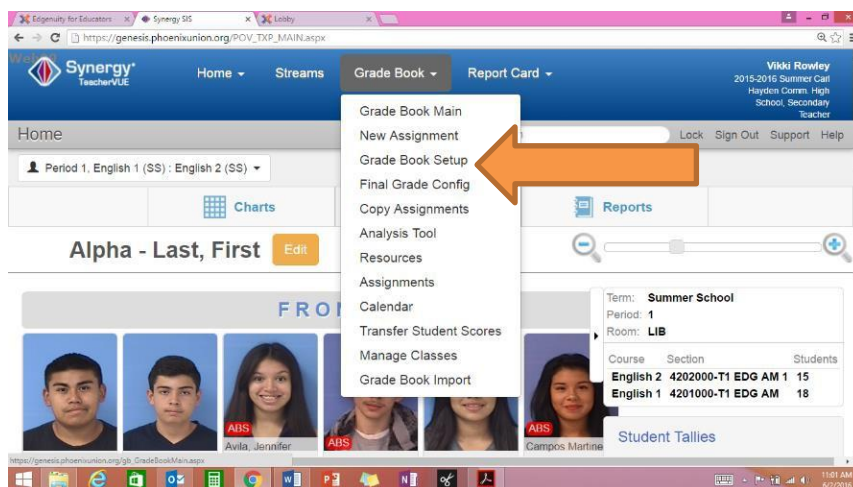
Attached resources include:

- Advisory Gradebook Set-Up
- How to Check Attendance and Grades in Synergy
- How to Run a D/F Report
- Hayden Advisory Strand List (Teachers/Counselors)
- Sign In and out Sheets
- Travelling Analysis Grade Reflection

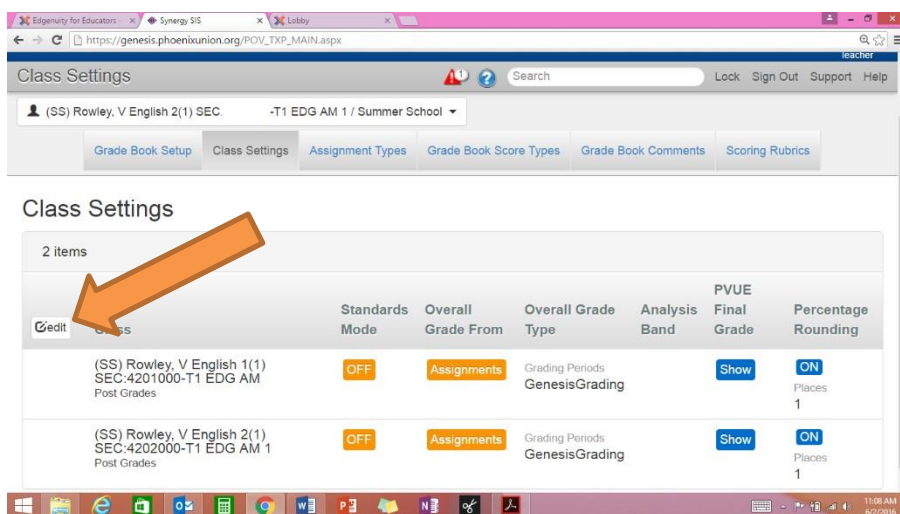
Advisory Grade Book Set-Up

Advisory is a Pass/No Pass (P/NP) course. Students cannot receive letter grades for Advisory. Here are the steps you need to take to set up your gradebook in Synergy to set P/NP for Advisory:

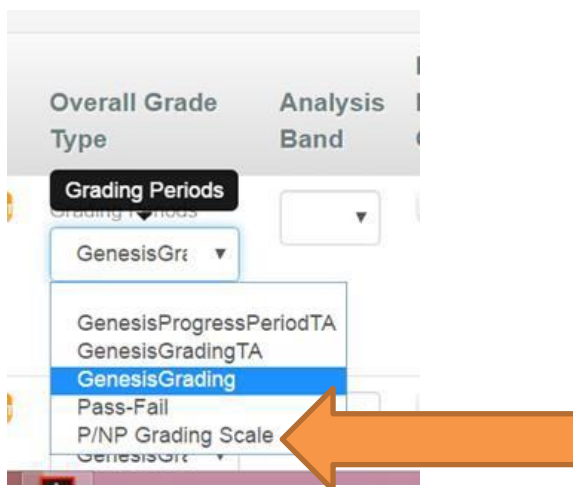
- 1) Click on Gradebook at the top of the screen.
- 2) Scroll down to Gradebook Setup.



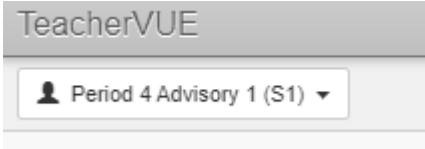
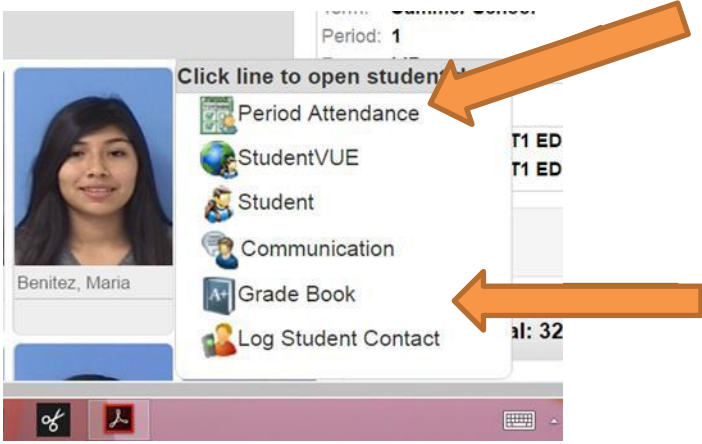
- 3) Click "Class Settings" tab.
- 4) Click "Edit". (Top left corner)




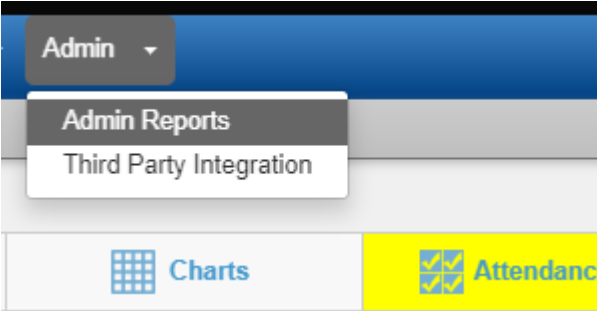
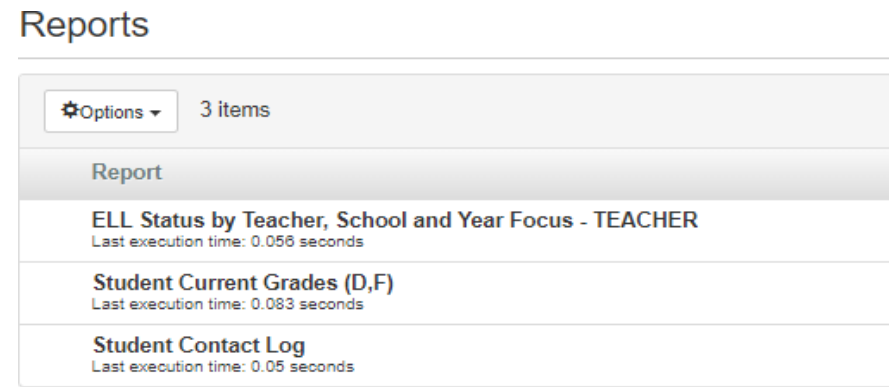
- 5) Make sure it is set to your Advisory period.
- 6) Under the Overall Grade Type ensure that Grading Periods and Progress Periods are set to P/NP. If not, please click the drop-down arrow and select P/NP Grading Scale and P/NP Progress Grading Scale.



How to Check Attendance and Grades in Synergy

<p>1) Open Synergy to your Advisory class</p>	 <p>The screenshot shows the TeacherVUE interface. At the top, it says 'TeacherVUE'. Below that, there is a dropdown menu with a person icon and the text 'Period 4 Advisory 1 (S1)'.</p>
<p>2) Right click on student". 3) Click "Period Attendance" or "Grade Book." 4) When checking attendance, look for the ABS code, which indicates a student has an unexcused absence. The EXC code indicates an excused absence.</p>	 <p>The screenshot shows a student profile for 'Benitez, Maria'. A right-click context menu is open over the profile, listing several options: 'Period Attendance', 'StudentVUE', 'Student', 'Communication', 'Grade Book', and 'Log Student Contact'. Two orange arrows point to the 'Period Attendance' and 'Grade Book' options. The background shows a table with columns for 'Period: 1' and 'T1 ED', and a row with 'al: 32'.</p>

How to Run a D/F Report

<p>1) Open Synergy to your Advisory class</p>	
<p>2) Click the "Admin" tab. 3) Select "Admin Reports" from the drop down menu.</p>	
<p>4) Click on "Student Current Grades (D,F)"</p>	

Advisory Sign-In Sheet

Date:

Student Name		Arrived (Signature)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Advisory Sign Out Sheet

Write the teacher, class or room number you are traveling to.

Name	Tuesday	Wednesday	Thursday	Friday

Travelling Analysis Grade Reflection (Part A)

To be filled out for each grading period

Student Name: _____ Advisory Teacher: _____

Record your current academic grades below. Be sure to include the Grade

Date	Math	English	Science	Social Studies	Other	Other	Other

Based on your grades for this grading period (Progress Report), which subject should be your priority for travelling?

Subject and specific focus within subject:

- _____

- _____

- _____

How can your Advisory Teacher/Content Teacher/Parent/Other support you in improving your grades?

Travelling Analysis Grade Reflection (Part B)

Student's Name: _____

	Content area, day and date of travelling.				
	Math	English	Social Studies	Science	Other
Week 1					
Week 2					
Week 3					
Overall					

Based on the last 3 weeks where did you travel the most?

In the past three weeks, did your travelling requests reflect the subject that needs the most work based on your grades? Explain:

How will your travelling need to change to improve your performance in your subject priority as stated on part A of this handout?

Travelling Analysis Grade Reflection (Part C)

3 weeks later/Next progress report

Record your original grades from part A in row 1 and your current grades in row 2.

	Math	English	Science	Social Studies	Other	Other	Other
Row 1							
Row 2							

Did you improve in your priority subject areas? What specifically contributed to your improvement or lack of improvement?

Based on your current grades, how will you use Advisory and travelling to maintain your current performance or to set new focus goals?
