

# Freshman Academy

## 2012-2013



*Success is the only option!*

### MISSION

Every student is known, valued, challenged, inspired and motivated to achieve academic success.

### PRIORITIES

- **Academic Success-** Each student will experience academic success.
- **Relationships-** Each student will be connected to a teacher-mentor through ECCAPP.
- **Data Driven-**Data will be monitored and used to make adjustments that maximize student success.
- **Instructional Strategies-** Each teacher will incorporate effective, engaging instructional practices.

### EXPECTATIONS

Each student will...

- ❖ master all content
- ❖ come to school prepared and ready to learn all day, every day
- ❖ take pride in themselves, their classrooms and their school
- ❖ be an active participant in academics
- ❖ make every assignment count: no zeros
- ❖ treat others as you would like to be treated
- ❖ develop academic and behavioral responsibility

### ACADEMY STRUCTURE

- ✓ Each team will include 125-140 students with common English, math, science and history teachers
- ✓ The core teachers in each team will have a common planning period
- ✓ All freshmen will be connected to a team via ECCAPP
- ✓ Every class will have 1-to-1 technology
- ✓ Freshmen will all have a freshmen only lunch
- ✓ The academy will be on a block bell schedule
- ✓ Students will have tutorial help scheduled into their day during the innovation period
- ✓ Data is used to determine student placement for teams, honors courses and interventions
- ✓ Data is used to develop student profiles that trigger specific interventions and concept recovery efforts
- ✓ Pyramid of defined interventions

### GOALS

1. **By May of 2013, Freshman Academy will improve academic achievement as indicated by the following measurements:**
  - a. The percentage of failing grades will not exceed 15% of the overall grades

- b. The class of 2016 will show 5% growth when compared to the freshman data from the previous year as measure by district benchmark score
  - c. 95% of freshmen will be promoted as sophomores for the 2013-2014 school year
- 2. **By May of 2013, the Freshman Academy will achieve a 95% attendance rate as reported by ADE and as monitored by monthly district reports:**
  - a. The cohort will achieve a 95% rate of attendance
  - b. Individual students will attend 95% of the time
- 3. **By May of 2013, the Freshman Academy will support safe and orderly conditions as indicated by the following measurements:**
  - a. The total number of behavioral referrals for freshmen will decrease by 5% as compared to 2011-2012
  - b. The number of days that freshmen are placed on in school or out of school suspension will be reduced by 5% compared to 2011-2012

#### **HOMEWORK POLICY\***

Students will be expected to hand in all homework assignments: non-negotiable.  
 Assignments handed in late, prior to the end of the unit of study, will receive a maximum of 70% credit.  
 Late work received after the unit is complete will not receive any credit.

#### **\*Honors Courses:**

Late work in honors classes must be turned in within 24 hours of the due date to receive 70% credit.  
 Honors late work turned in more than 24 hours after the due date will not receive any credit.

**Students are required to record daily objectives and assignments in their planners. All missing assignments will be documented in the student planner by the teacher. Parents are strongly advised to check student planners on a daily basis to ensure that students are staying current with their assignments. If an assignment is not turned in when it is due, a mandatory tutorial will be assigned. Parents will be notified via email/phone call/note in agenda if a student fails to report for a mandatory tutorial. A student who repeatedly fails to turn in work and not show up for mandatory tutorials will be called in for a student conference, followed by a parent/guardian phone call home.**

#### **GRADING POLICY**

In the Freshman Academy, students will receive grades in four key categories:

#### **Class Work, Homework, Assessments and Projects**

##### **Science:**

-10% of each student's grade will be <b>class work</b>	-10% of each student's grade will be <b>homework</b>
-50% of each student's grade will be <b>assessments</b>	-30% of each student's grade will be <b>projects (labs)</b>

##### **Mathematics:**

-20% of each student's grade will be <b>class work</b>	-10% of each student's grade will be <b>homework</b>
-50% of each student's grade will be <b>assessments</b>	-20% of each student's grade will be <b>projects</b>

##### **World History:**

-30% of each student's grade will be <b>class work</b>	-10% of each student's grade will be <b>homework</b>
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-30% of each student's grade will be **assessments**

-30% of each student's grade will be **projects**

**English:**

- 25 to 50 points per assignment for **class work**

-25 to 50 points per assignment for **homework**

- 100 points per quiz/200 points per test for **assessments**

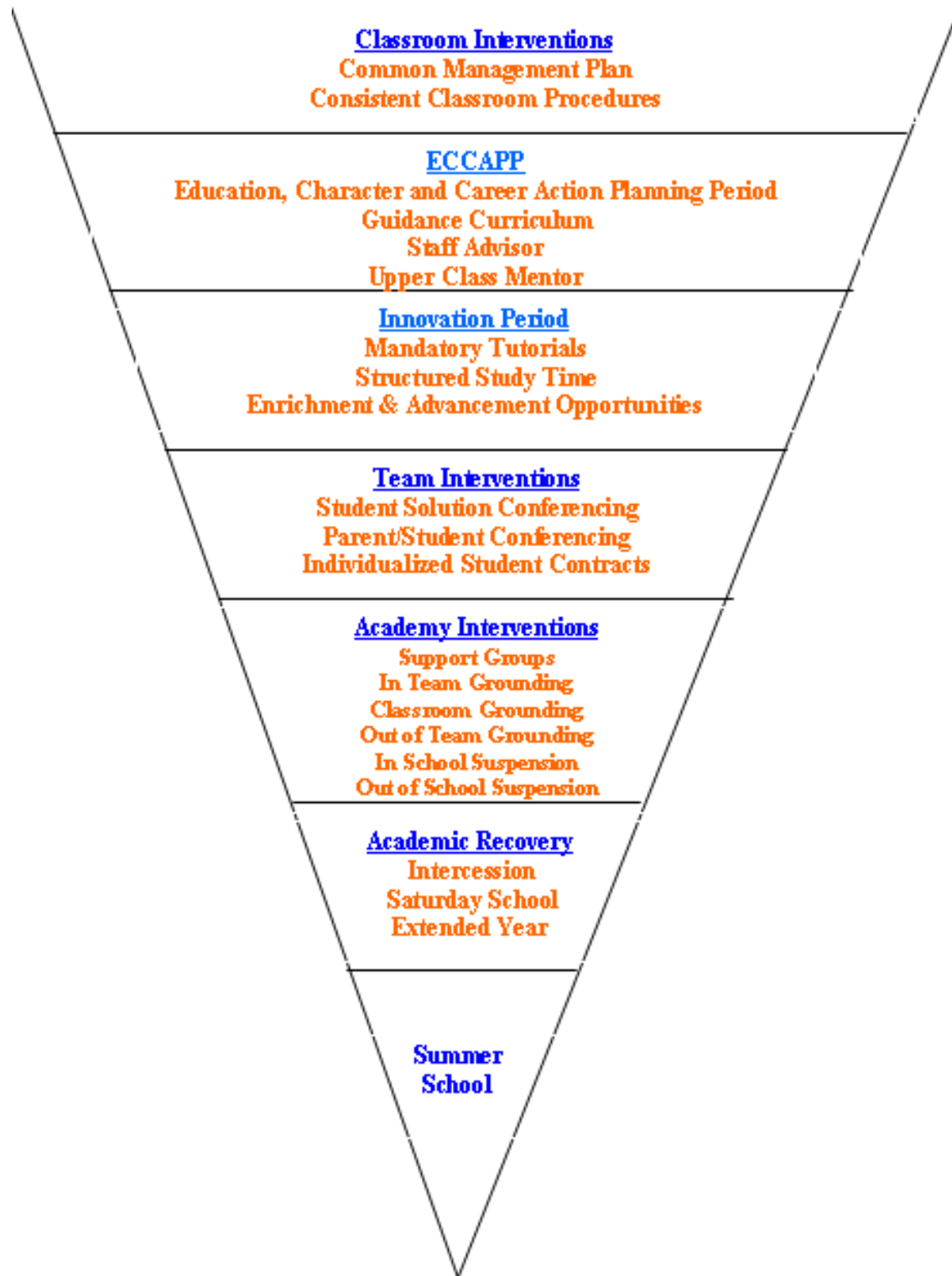
-300 to 500 points for **projects (essays)**

**INTERVENTION PYRAMID**

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INTERVENTION PYRAMID GLOSSARY

**Common Management Plan-**

Teachers will have a common set of classroom rules and expectations

**Classroom Procedures-**

Classroom conduct norms, such as procedures for filling out student agendas, will be consistent from room to room

**Mandatory Tutorials-**

Teacher monitored working session designed to help students master content and/or complete schoolwork

**ECCAPP (Education, Character and Career Action Planning Period)-**

Course created to provide students with individualized support regarding attendance, academic progress, study skills, healthy living and college/career planning while focusing on building strong student-teacher relationship

**Student Solution Conference-**

Core team staff members will meet with students on an as needed basis to review student progress and create a plan to keep students on a positive academic path resulting in an individual student plan for success

**Parent/Student Conference-**

Core team staff members will meet with students and their parents/guardians to review student progress and create a plan to keep students on a positive academic path resulting in an academic iContract

**Support Groups-**

Counseling groups developed by the counseling and prevention staff to provide additional support for students in need

**In Team Grounding-**

An intervention in which a student will stay within the team rather than moving from class to class, only attending the three core classes for a predetermined amount of time

**Classroom Grounding-**

An intervention in which a student will stay with one core team teacher for a predetermined amount of time

**Out of Team Grounding-**

An intervention in which a student will attend the core classes on another team for a predetermined amount of time

**In-School Suspension (ISS)-**

An intervention in which a student will stay in the in-school suspension room, away from the academy, all day for a predetermined amount of time

**Out of School Suspension (OSS)-**

The student will be required to stay out of school for a predetermined amount of time

**Quarterly Intersession-**

Students will have the opportunity to raise failing grades by mastering standards they completed unsuccessfully the first time they were taught

**Saturday School-**

Saturday school was developed to serve as an additional learning opportunity outside of the typical school schedule to help students more individualized attention to raise failing grades by mastering standards they completed unsuccessfully the first time they were taught

**Extended Year-**

Learning opportunities that do not fall within the days calendared for the school year to help students master standards they completed unsuccessfully so they do not lose credit for the course

**Summer School-**

School provided during the summer for students to make up credit for courses they failed

## **INTERVENTION TIER: HOW IT WORKS**

**-All Assignments Count**

**-Master All Content**

## **Parents are encouraged to review student agendas every day.**

1. Student does not turn in an assignment when it is due...
  - a. Teacher will put a RED marking in the student agenda indicating that the assignment was not turned-in
  - b. Student has that evening to complete the missing assignment to hand in the following day (homework policy will apply)
  - c. If the assignment is not completed, the student is required to attend a **mandatory tutorial** on a prearranged date during innovation time or after school to complete work that they have not completed
    - c.i. In the **mandatory tutorial** the student will have the opportunity to complete the missing work with the support of a teacher present (homework policy will apply)
2. Student chooses not to attend or utilize time wisely in the **mandatory tutorials** OR has been assigned several times and the behavior continues...
  - a. A parent contact will be made
  - b. If the behavior continues, a student will be called out of class to attend a **student solution conference** followed by a parent/guardian phone call
    - b.i. In the **student solution conference** the student will work with team staff to create an individual plan to keep academics on track
3. Student does not adhere to the individual plan created in the **student conference**...
  - a. A **parent/student/team conference** will be held and an **iContract** will be issued
    - a.i. The **iContract** will provide the student with the opportunity to make up missing assignments to show that content has been mastered
4. Student is failing a class at the quarter...
  - a. Student will be assigned to attend **quarterly intercession**
    - a.i. During intercession, students will be required to attend every day, either before school or after school, until all failing standards have been made up to reach mastery
5. Student is failing at the end of the semester...
  - a. Student will be assigned to attend the **extended year**
    - a.i. During the extended year, students will be required to attend school while other students have left for break until all failing standards have been made up to reach mastery
6. Student fails a course...
  - a. Student will have to attend **summer school** make up the class to earn

## **PLANNING PERIOD BY TEAMS**

Common planning time is crucial in the Freshman Academy. It is the time when important student and curriculum discussions occur amongst team members, students and/or parents are contacted and/or invited in, and student data are looked at as a whole and on an individual basis. These times are viewed as “sacred time” and need to be respected as such. The freshman principal will do everything possible to protect this time for each team. The information discussed in the team planning sessions will be documented either on Infinite Campus (PLP) or in the team’s data file.

- One planning period per week will be dedicated to student data such as attendance, academic performance, behavior, etc.
- One planning period per week will be dedicated to student interventions.
- One planning period per week will be dedicated to curriculum and instruction.

### **TEAM INFORMATION**

<u>Team 1</u>	<u>Team 2</u>	<u>Team 3</u>	<u>Team 4</u>	<u>Team 5</u>
<u>Wolfe</u> : Algebra 909 brandonw@susd12.org	<u>Montiel</u> : Algebra 903 germanm@susd12.org	<u>Papenfus</u> : Algebra 911 melissap@susd12.org	<u>Chen</u> : Algebra 906 annech@susd12.org	<u>Warren</u> : Algebra & HGeo 916 joshuaw@susd12.org
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<u>Munoz</u> : Spanish 612 eunicec@susd12.org	<u>Harris</u> : Healthy Living Portable 4A amandah2@susd12.org	TBA: Healthy Living Portable 6 @susd12.org	TBA: Alg & History 613 @susd12.org	<u>Stewart</u> : History 615 mickst@susd12.org
<u>Schroeder</u> : Eng & Sci Envi 915 willows@susd12.org	<u>Moraga</u> : Healthy Living Portable 5 gabrielm@susd12.org	<u>Domenici</u> : Healthy Living Portable 4B noladom@susd12.org	<u>Salmeron</u> : Art 304 manuelsa@susd12.org	<u>DeLaOssa</u> : Reading Plus 209 darad@susd12.org
<b>Domitrz</b>	<b>Ornelas/Domitrz</b>	<b>Domitrz</b>	<b>Ornelas</b>	<b>Ornelas</b>

#### **Principal**

Alissa Welch 545-5307  
alissaw@susd12.org

#### **Counselors**

Rita Ornelas 545-5311 ritado@susd12.org

Kelly Domitrz 545-5314  
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#### **Prevention Specialist**

TBA 545-5333 @susd12.org

#### **Freshman Attendance Clerk**

Lisa Larkin 545-5304  
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#### **Parent Involvement Assistant:**

Ana Armstrong Garcia  
545-5513 anagar@susd12.org

### **Teacher Info for Next Year:**

-Students are required to carry their paper agendas with them every day and to write the objective and homework in the agenda. The main change for next year is that teachers will indicate in the planner when a student did not turn in the required work. This will save teachers time because less parent phone calls will need to be made. We will ask parents to be accountable for checking the student agendas at home. I have ordered red X stamps that should make this process easy, but you are free to use whatever system works for you, as long as a notation is made in the agenda indicating that the assignment was not turned in on time.

-I'd like every room to have the board configuration outlined in blue painters tape on a white board to create uniformity for the students. Since students are expected to copy down the objective and the homework, it would be beneficial for them to know where to look in every classroom every day.

<u>Objective / Big Question:</u>
<u>Bell Work:</u>
<u>Relevance:</u>
<u>Language Objective / Core Vocabulary:</u>
<u>Homework:</u>

-Common Planning Time: A detailed Wednesday collaboration calendar will be forthcoming, but most Wednesday mornings will be utilized for Academy collaboration. Team meetings will be held Wednesday mornings from 7:30-8:20 a.m. for teams to coordinate interventions and curriculum followed by content curriculum collaboration from 8:30-9:20. Teams will have one other collaboration for 30-40 minutes during a designated planning period, decided on by the team, to coordinate mandatory tutorials during innovation time.

-Finally, this year, we are hoping to implement a Behavior Pyramid similar to the Academic Pyramid. This is something we will solidify during pre-service, but here is a sample of ideas we'd like all teachers to follow. Again, the purpose of this is to create consistency in expectations for students in every room. Each team will have time to plan this system out at the Friday preservice, but I wanted you to have time to think about it ahead of time.

Common Management Plan:

1. Friendly Warning
2. First Strike: Name on the Board (Final Warning-no action)
3. Second Strike: Student's seat will be moved for the remainder of class
4. Third Strike: Private discussion with the teacher outside of the classroom, possibly followed by a time out in a "neighbors" class-a phone call will be made
  - a. If moved to another teacher's class, a reflection sheet must be completed and returned to teacher at the end of the period
5. Official referral to the prevention office that goes on student's permanent school record

-For the first 10 days of school, each team will fill in the blanks to cover whichever material they are most comfortable with... this will be done at the Friday pre-service as well