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## **KHS Interventions**

The goals of the Springfield Public Schools are to increase student achievement, increase the graduation rate and to effectively manage resources. At Kickapoo, as a professional learning community, we have consistently asked ourselves the following:

- What do we want students to know?
- How will we know they have learned it?
- What are we going to do when they don't learn?
- How will we respond when a student already knows it?

Because we believe that it is time to stop leaving it up to each individual teacher to decide how to respond when students do not learn and because excellence requires a commitment to change, a faculty committee devised a systematic plan which attempts to tackle our two district goals head on. This system involves each of the 1700+ students and 125+ faculty and staff in a joint effort to give the students the extra time, resources and assistance necessary to succeed in their coursework, thereby increasing achievement in the classroom and hopefully reducing those feelings of hopelessness that can lead to dropping out of school. The comprehensive program has three components:

1. an intervention program called *Chief Time*
2. the Freshman Mentor Program, and
3. a positive discipline strategy (rather than a punitive process).

## Purpose and Structure

### ***Why Chief Time?***

The goal of Chief Time is to set aside specific times throughout the school week that are dedicated to academic enrichment and assistance, along with relationship building.

### ***How are students assigned to their Chief Time class?***

Students will have a 30 minute Chief Time in each class once a week, Monday through Thursday.

### ***What options do students have in Chief Time?***

Students' options in Chief Time vary depending on their grade level and privilege card status. If students receive travel privileges they may opt to remain in their Chief Time classroom to work on their studies, travel to an academic lab, or they may elect to visit the school store to grab a snack, go to the gym, or hang out in the cafeteria with their friends.

### ***When may students travel during Chief Time?***

Approximately three minutes in the period, an announcement will come over the public address system for travel time to begin. Students with travel privileges and those students with a written pass (yellow pass only) will have three minutes to reach their destination. Students who have any of the following:

- late to that block
- less than 95% attendance the previous week
- less than a 75% in any class during the previous week
- any discipline referral in the previous week
- a temporary ID badge

**may not travel during Chief Time.**

### ***How do students sign up for the Library?***

Students must have a yellow pass from the Librarian to utilize the Library during Chief Time.

### ***What are the available interventions we have established for our students and how are students placed?***

- Classroom teachers will focus on individual student mastery of essential learning outcomes (ELO). Chief Time will be utilized to provide focused support for individuals struggling to master their respective ELO's.
- Freshmen Mentors will be active as a support for classroom teachers. They will work in classrooms during the 1<sup>st</sup> quarter (mini lessons) and intermittently throughout the year to provide academic and social support for their assigned freshmen. Third block will be a primary time for this support as no travel will be permitted on those days.
- A+ Tutors will be active as a support for classroom teachers. Tutors will be assigned through coordination with the A+ office. Their focus will be to support student mastery of designated essential learning outcomes.

- An intervention team composed of an assistant principal and counselor (but may include the nurse, Coordinator of Site Interventions, social worker, content teacher, and/or special education case manager) will meet regularly to review and evaluate students' progress. If a student is struggling academically or socially, this team will determine what academic interventions are needed to assist the student.

***What is the process for student placement in interventions?***

Teachers will monitor student progress in class, especially mastery of course essential learning outcomes (ELO). Teachers will require students, who are not mastering course ELO's to remain in Chief time for academic support even if the student qualifies for travel privileges.

***How long will students remain unable to travel?***

When a student loses travel privileges, he/she will remain in Chief Team each block until the weekly report shows the **attendance** is at or above 95% for the previous week, all course **grades** are 75% for sophomores, juniors, and seniors, and 80% for freshmen, and the student received **no discipline** the previous week.

## **Teacher Responsibilities**

All Kickapoo staff members will participate in Chief Time, with each teacher being assigned a specific responsibility. The intended purpose of Chief time is to provide vital academic interventions and enrichment for students.

Following is a description of various teacher responsibilities in Chief Time:

**Chief Time student assistance** – Teachers are to work closely with students in their class who are showing a need for additional assistance and intervention. Teachers will carefully monitor individual student progress/mastery of essential learning outcomes (ELO) and provide focused support (as appropriate) during Chief Time. Reports (such as from Inform and Performance Series) showing specific low strands of the curriculum should be run and addressed with individual students. Yellow passes should be limited, issued rarely, and given only to students with serious academic assistance or enrichment needs. Both sending and receiving teachers have discretion of not allowing a yellow pass. (Updated information to follow).

**Chief Time supervision** – Teachers assigned supervision will monitor students who have “traveled” as a part of the privilege system. Supervision assignments will include general crowd control, keeping students in assigned areas, checking hand stamps and eligibility lists for travel privilege, academic labs, and assistance in content area classrooms. Students with travel privileges may be in the commons area (which includes the cafeteria, courtyard, student center, and the gymnasium) during Chief Time. Students enjoying privileges during Chief Time may use the restrooms near Room 123 (by the small courtyard).

**Paraprofessionals** – Some paraprofessionals will need to remain with their special needs students. Others will be assigned to assist in Academic Labs. At times, when student numbers are low, paraprofessionals will assist other teachers or assist with supervision.

## **Chief Time Guidelines**

1. Students who are late to the class they have Chief Time cannot travel on that day.
2. Students who are enjoying travel privileges will, at the designated time, receive a hand stamp and be allowed to travel to their destination.
3. Students who have Loss of Privilege, are tardy, or have a Temporary ID may not travel at any time during Chief Time.
4. Students not allowed to travel should remain in the classroom during Chief Time unless they have a previously issued yellow pass and ONLY at designated travel time. (Yellow passes are to be given rarely and for special circumstances).
5. Chief Time is intended for academic assistance and enrichment. Behaviors that interfere with this are not allowed.
6. Students are not allowed to sleep or play games while in Chief Time.
7. Students with travel privileges, desiring to utilize the library or academic lab, or receive help from another teacher, must get a pass prior to the beginning of Chief Time directly from the teacher or librarians.
8. Students with travel privileges may use the commons area (cafeteria, courtyard, student center, or the gymnasium).
9. Students who are enjoying a privilege must display their stamped hand when asked by a supervisor.
10. Seniors will begin the year with travel privileges.

## Travel Privileges

### Seniors:

- All seniors will begin the year with free time during Chief Time.
- After the first progress report (3<sup>rd</sup> week of school), ONLY seniors who meet the following requirements will be allowed to enjoy travel privileges during Chief Time:
  - no grade lower than a 75%
  - 95% attendance for the previous week
  - no discipline referrals for the previous week.

### Juniors:

- Juniors will be eligible to travel after the 1st progress report (third week of school).
- All juniors who meet the following requirements will be allowed to enjoy travel privileges during Chief Time:
  - no grade lower than a 75%
  - 95% attendance for the previous week
  - no discipline referrals for the previous week.

### Sophomores:

- Sophomores will be eligible to travel after the 2<sup>nd</sup> progress report (6th week of school).
- All sophomores who meet the following requirements will be allowed to enjoy travel privileges during Chief Time:
  - no grade lower than a 75%
  - 95% attendance for the previous week
  - no discipline referrals for the previous week.

### Freshmen:

- Freshmen will be eligible to travel after 1<sup>st</sup> quarter grades are posted.
- All Freshmen who meet the following requirements will be allowed to enjoy travel privileges during Chief Time (report will be submitted as quickly as possible in the 2<sup>nd</sup> quarter):
  - no 1<sup>st</sup> quarter grade lower than a 93%
  - 95% attendance 1<sup>st</sup> quarter
  - no discipline referrals 1<sup>st</sup> quarter
- Weekly travel reports for freshmen will begin with the 2<sup>nd</sup> progress report of 2<sup>nd</sup> quarter (6<sup>th</sup> week of 2<sup>nd</sup> quarter). A freshman must have:
  - no grade lower than an 80%
  - 95% attendance or above for the previous week
  - no discipline referrals the previous week

## **Loss of Privilege**

1. Any attendance below 95% the previous week.
2. Any grade below the grade level expectation the previous week.
3. A discipline referral the previous week.
4. Students with any Out of School Suspensions will lose travel privileges for the remainder of the quarter.
5. Students who travel during Chief Time without permission will lose travel privileges for the remainder of the quarter.

## **Chief Time Guidelines for Library Use**

1. Students may sign up for yellow passes in the **library** before school or after school.
2. Students must sign up for themselves and show the Internet icon if they want a computer pass. Students may not sign up for another student.
3. 20 computers passes will be distributed on a first-come, first-served basis.
4. 10 general passes will be distributed on a first-come, first-served basis.
5. Library use during Chief Time is strictly limited for school work and is not to be a place for socializing.
6. Computer pass holders may only use the computer for academic purposes and may not engage in email, chat rooms, games, music, etc. Violations will result in the loss of library Chief Time privileges for one month.
7. The door will be locked after passing time for the duration of Chief Time. No late students will be allowed to enter.
8. No food, drink, phones, or other electronic devices are allowed.
9. There will be no passes issued to leave the library during Chief Time.

## **Chief Time Guidelines for Visiting an Academic Lab**

1. Students with travel privileges must have a yellow pass prior to Chief Time in order to enjoy the privilege.
2. Teachers should keep a list of students obtaining a pass.
3. Teachers should verify those students' attendance during Chief Time.
4. If students lose a pass, they may not travel during Chief Time.
5. If a student leaves his/her Chief Time classroom to seek assistance from another teacher and fails to show in the second classroom, the Chief Time teacher should write a discipline referral on the student and send him/her to the office at the end of their next class session.