

Colchester High School



HOMEBASE/AT HANDBOOK

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"Equity and Excellence in a Climate of Respect, Responsibility, and Pride"

CHS Mission Statement

The mission of the Colchester School District—proud of its respect for individual needs and its commitment to integrated learning—is to ensure that all students will develop the academic proficiency, social skills, and character to be fulfilled, responsible, and involved citizens; we will accomplish this by providing diverse, challenging educational experiences in partnership with families and the community.

CHS Core Beliefs

We engage in **diverse learning experiences** rooted in relationships, relevance, rigor, and shared responsibility.

We **work together** to build on one another's strengths and perspectives.

We cultivate a **strong and connected community** that respects and celebrates all Lakers.

We demonstrate **respect and compassion** for ourselves, one another, and our school.

We create **safe spaces** where all Lakers can thrive.

We empower all Lakers to use their voice, pursue their aspirations, and be **active and engaged** members of our community.

Homebase/AT Program Vision

High performing schools systematically ensure that all students are meaningfully connected with at least one adult in the school and that there is a unified focus on high performance. CHS is an accredited school through the New England Association of Schools and Colleges (NEASC). One of the NEASC required standards for accreditation is:

There is a formal, ongoing program through which each student has an adult in the school, in addition to the school counselor, who knows the student well and assists the student in achieving the school's 21st century learning expectations.

Homebase/AT (Mod 2) is designed to provide systematic opportunities for students to access academic advising, support, activity, and/or intervention over a four year period of time. Homebase/AT focuses on academics within a structure of community building, service, and mentoring. To further elaborate upon this purpose, the following definitions are provided:

- **Community Building** - Developing positive relationships that foster pride, responsibility, and a desire to become contributing citizens by performing service to the school and greater community.

- **Mentoring** - Providing guidance to students as they navigate transitions and challenges that they encounter at the various developmental stages of their high school career.
- **Academic Support** - Ensuring understanding of content, concepts and skills through targeted instruction, intentional grouping and reassessment.

Program Structure

The CHS schedule is structured to include a 30 minute Mod 2 block five days per week from 9:09-9:39.

Homebase Statement of Purpose

Homebase is the heartbeat of Colchester High School. This is where students learn what it means to be a Laker and how to fulfill their commitment to being a Laker by engaging in learning, community, and service to others.

How Homebase Works

Each week students meet with their Homebase advisor in a consistent location called Homebase. Homebase Mondays (or the first school day of the week) serve the function of delivering announcements and other communications, providing time for relationship building, as well as a mechanism for academic check-ins and booking AT appointments for the week.

Extended Homebase days are also built into the CHS schedule as an intentional way to focus on school-wide community building, service projects, and other schoolwide programming. The Homebase calendar that reflects these days is posted on the Colchester High School website.

- **Booking:** Students and their Homebase teacher will work together to schedule AT locations for the week. Homebase teachers will check in with students on their academic progress and provide appropriate support to assist students in prioritizing their academic needs. Teacher requests (or “pre-bookings”) take priority.
- **Pre-Booking:** Teachers can pre-book specific students for particular days for mini-conferences, academic support, intervention, or reassessment. Pre-booked appointments can not be changed without a conversation with the booking teacher.
- **Weekly Schedule:** Students are responsible for knowing, checking, and following their weekly AT schedule in Adaptive Scheduler. Homebase teachers are asked to support students in learning how to check their AT schedule in PowerSchool.
- **Attendance:** Attendance for Homebase (Mod 2) is recorded in PowerTeacher.

Role of the Student and Teacher in Homebase

Role of the <u>Student</u> in Homebase	Role of the <u>Teacher</u> in Homebase
<ul style="list-style-type: none"> → Attend and actively participate in Homebase (Booking/Community Building) → Understand that Homebase is required. <i>Senior Priv does not apply to Homebase.</i> → Understand that responsibility and accountability are the criteria used to determine a Pass -100 or Fail - 0 grade each Quarter and that F-0s impact GPA. → Review academic progress in PowerSchool to prioritize AT bookings to create a supportive AT schedule for the week. → If absent from Homebase, connect with HB advisor to review/update AT schedule for the week. <i>HB advisors create an AT schedule for absent students.</i> 	<ul style="list-style-type: none"> → Take attendance in PowerSchool. → Ensure students understand the purpose and expectations of HB/AT. → Build Homebase as Community over a 4 year period of time. → Keep students in Homebase locations. → Help students prioritize AT bookings and learn how to access weekly AT schedules in Adaptive Scheduler. → Communicate with students and families about HB/AT attendance and Pass/Fail grades as needed.

AT

Each week students have the opportunity for academic support or time to reassess or seek feedback from classroom teachers during Mod 2. Students can also book activity time in the gym or weight room or meet with scheduled co-curricular clubs and leadership teams.

How AT Works

- **Tuesday-Friday:** Students attend the AT Bookings they scheduled in Homebase on Monday. Students are expected to be engaged in academic or activity time and in the AT locations they booked for the duration of Mod 2 (9:09-9:39).
- **Attendance:** Attendance for AT (Mod 2) is recorded in PowerTeacher.

Role of the Student and Teacher in AT

Role of the Student in AT	Role of the Teacher in AT
<ul style="list-style-type: none"> → Know how to check and follow weekly AT schedule in Adaptive Scheduler. → Attend and actively participate in AT (Academic/Activity Time) to support learning and academic success. 	<ul style="list-style-type: none"> → Pre-book (prioritize) students for AT who are struggling (Ds/Fs) in class to provide academic support. → Use a range of strategies to meet the needs of students during AT.

<ul style="list-style-type: none"> → Understand that AT bookings and programming (school counseling curriculum, pre-prom events etc.) are required. <i>Senior Priv does not apply to AT.</i> A la carte and school counseling are not open during AT (Mod 2). → Be flexible during AT, understanding that there are a wide variety of needs, requests, and questions for teachers. 	<ul style="list-style-type: none"> → Take attendance in Adaptive Scheduler. → Keep students in AT for the duration of the mod; do not keep students in your location who are not on your roster. → Communicate with students and families about the purpose of AT and partner with them if students are not accessing AT as a support.
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Unique Circumstances

- **Special Events:** Students will be pre-booked for special events throughout the year such as class meetings, service projects, school safety assemblies, and pre-prom events.
- **Absent Students:** Students who miss Homebase for booking will need to see their advisor the day of their return to verify their AT schedule for the week. Students can email their Homebase advisor prior to Mod 2 on Monday in order to request particular teachers.
- **Seniors with Privileges:** All seniors are required to participate in HB/AT. Senior privileges do not apply.
- **Inclement Weather:** If school is closed on a Homebase day, the following school day will be a booking day. If school is closed on an AT day these appointments are canceled and the schedule for the following day is maintained.
- **Internet Failure:** If Adaptive Scheduler is unavailable during Homebase, students will make requests using paper booking slips and their schedules will be entered by their advisor ASAP. If the internet is down on an AT day students will proceed to scheduled locations prepared to work without computers.

Guidelines for Academic Areas

During Homebase, students can book time to work with any of the teachers with whom they are currently taking classes. All core academic teachers are available during AT. Students are expected to use AT for productive pursuits. Students can also request that teachers pre-book them for AT.

While specifics of activities may vary by grade-level and class, during AT students work with teachers to:

- Clarify directions and expectations given by a teacher.
- Understand concepts that have been presented in class.
- Comprehend, interpret, analyze, and react to assigned reading material.
- Practice fundamental skills necessary for success in a particular class.
- Develop research formats for projects.

- Work on major projects; seek help in breaking down larger projects into smaller parts.
- Work on or receive assistance with incomplete homework assignments.
- Retake/Redo concept tests or other assessments.
- Confer with a teacher to advance their studies.
- (When possible) receive instruction and guidance on science labs.

Students not needing direct interaction are encouraged to use AT to:

- Work on special projects.
- Complete homework, academic tasks, and assessments.
- Research, read, and collaborate to develop knowledge and skills.
- Complete extension activities.

NOTE: While AT may reduce the need for after school or study hall help, it may not eliminate the need for such help altogether. This is particularly true for students who may need to make up work that requires specialized settings or equipment.

Art

During AT, Art Resource Areas (Mr. Cannizzaro/Ms. Vella) are available only to students currently enrolled in Art classes or students working on a specific project. *There is no “open art” during AT.*

Music

During AT, only members of the Band, Jazz Band, Chorus, or Chamber Choir are permitted to engage in activities scheduled by the Music Department. Such activities might include extra practice sessions and/or individual practice of pieces specific groups of students are scheduled to perform. Music teachers can also work with students in elective areas.

Physical Education

The Vermont Education Quality Standards state: *“Each school shall offer options for students in grades K-12 to participate in at least 30 minutes of physical activity within or outside of the school day. Physical activity may include recess and movement built into the curriculum, but does not replace physical education classes.”*

To provide opportunities for physical activity within the school day, all CHS students can participate in ‘Physical Activity’ during AT.

PE Teachers will supervise students in the Gymnasium and the Weight Room on **Wednesdays** and **Fridays** each week. ‘Physical Activity’ in the gym will be connected to the current curriculum. For example, if P.E. classes are doing CrossFit, the physical activity during AT that week will be CrossFit.

P.E. Booking Guidelines:

- 'Physical Activity' sign-ups on **Wednesdays** and **Fridays** will be limited to 30 students in the Gym and 15 students in the Weight Room.
- To sign students up for 'Physical Activity' during AT, click on the P.E. Department in Adaptive Scheduler. Each teacher (Perry/Botesma/Samler) has 15 spots.

Students may be pre-booked by a PE Teacher on Tuesday or Thursday for the following purposes:

1. To make up P.E. classes missed due to absences.
2. To review or refine skills addressed during regularly scheduled classes.
3. To do skills assessments.
4. To engage in character building and other sports related activities.

Guidelines for Resource Areas

Library

- The library has a limited number of spaces to ensure productivity and access to materials.
- The primary purpose of the library is research, study, or to work on assignments/projects related to classes in which students are enrolled. Library staff are available to assist students in using research tools and resources. Students are encouraged to see the Media Specialists in the Library for help.
- A productive atmosphere is the hallmark of any library. Students who do not respect the guidelines provided by library staff may face disciplinary action and their privileges revoked if behavior is not respectful. Library staff will communicate with advisors to monitor library access.

School Counseling

School counselors do not meet with students by appointment during AT. However, small-group, grade-specific guidance presentations, will be pre-booked into student schedules as needed.

A la Carte

A la carte is closed during Mod 2, Homebase/AT.

Special Education Plans

Students served by plans (IEP/ 504/ EST) all have case managers assigned to them. Students who are eligible for Support Services will be encouraged to self-advocate with their advisors during Homebase for appropriate placement during AT.

Each department is assigned instructional assistant staff who are scheduled in their AT locations to support students. Case managers act as advisors during Homebase. During AT all case managers have the ability to pre-book students to work on goals in the student's plan, provide work/skills support, provide tutoring, or engage in other relevant services.