

# Advisory Period Teacher Handout 2011

08/12/2009

## Purpose:

- To encourage academic excellence on the part of each student
- To provide accurate information to students
  - Credit Recovery Options
  - Attendance Make-up
  - Graduation Progress
  - Encouragement
  - Facilitate Student Accountability
- The advisory period will function as an essential part of our pyramid of interventions as it relates to our school goals.

## Format:

- 20-minute daily period
- **A3/B3** teachers will be involved in **ADVISORY** with A3 and B3 classes
- Students will remain in their scheduled A3/B3 classroom, unless they receive permission to visit with another teacher.
- Teachers with A3/B3 prep period(s) will not be advising students
- **Grades must be current!!!** New advisory grade reports will be generated and distributed daily.

## Students in advisory

- Students not inline to graduate
- Students with attendance problems NC
- Students with grades below C-

## Students are excused from advisory as a reward for meeting the following requirements:

- ✓ Pass School Rules Test
- ✓ Grades C- or above
- ✓ No NC's (attendance)
- ✓ Join a club or organization/team

## Advisory Schedule

- Tuesday – Friday on regular bell schedule
- Exceptions: assemblies, special events, etc.
- No Advisory Period on MONDAYS

## First 2 week topics

- Purpose of ADVISORY....take the time to explain our advisory time and answer questions.
  - All students will be required to pass an exam on school rules with 90% accuracy
  - See UTIPS instructions to access this test online
    - Instructions for UTIPS are found on the back of this form
- New daily grade report (Tues-Fri) Teachers print advisory/flex report
- Safety Training
- School Culture (clubs, teams, performing groups, etc.)
  - Students will be highly encouraged to sign up for at least one
- Study Hall and/or study habits
- Using a planner/organizer
- Taking notes

## UCUTIPS Instructions

All students will be required to pass a test on school policy. This test can be accessed through UCUTIPS. Teachers can either sign up for their own free account or instruct students on how to access the test with results sent via email. Both sets of instructions are found below.

### Setting up an Account:

- Access UCUTIPS at [www.ucutips.org](http://www.ucutips.org)
- Left of the word "login" you will find a skeleton key. Left click this icon.
- In the field for Referrer, type 'wilcock'
- Enter your username, password, and other required information
- Select "I understand" and click SUBMIT

### Loading the School Rules test to your account:

- Move cursor to the tab labeled 'Test'
- Find and select the submenu labeled 'Import'
- When prompted enter the code **174129** and select 'submit'
- You will now see a test titled "School Rules 2008" on the left hand side of your screen
- Double Click "School Rules 2008" (The test will appear on the right side of your screen)
- Move cursor to the tab labeled 'Test'
- Find and select the submenu labeled 'Publish' (A red "P" will appear next to the test title on the left side of the screen)
- This test can now be accessed by students using your personal student UTIPS website
- Selecting 'Publish' again will remove the red "P" and remove this test from your personal student website

### Instructing students on UCUTIPS:

- Students access your website by typing [www.\(yourusername\).ucutips.org](http://www.(yourusername).ucutips.org)
- Student then selects "School Rules 2008" from the 'My Tests' menu
- Using simple login, students enter name (last name, first) then clicks 'Login and Start'
- Students answer 48 questions based on school policies and procedures
- Once completed, the student selects 'Submit'
- Student score is displayed and recorded to your website

### Viewing Results:

- Login to your account on [www.ucutips.org](http://www.ucutips.org)
- Select "School Rules 2008"
- Move cursor to the tab labeled 'Test'
- Find and select the submenu labeled 'Reports'
- Select 'This Test'
- Select individual student names to receive detailed information regarding test results

If you have any questions or concerns with these instructions, please contact Jim Wilcock, Amy Smithson.