

# Arts & Technology Academy

## Student Handbook



Student Name: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_



## ATA Staff Contact List

Office Staff	Position	Email
AJ Hruby	Principal	hruby@4j.lane.edu
Kyle Kordon	Asst. Principal	kordon_k@4j.lane.edu
Katie Wold	Secretary	wold_k@4j.lane.edu
Azalea Lopez Reyes	Attendance Clerk	lopezreyes_a@4j.lane.edu
Burgandee Torres Mann	Student Registration	torresmann_b@4j.lane.edu
Tim Coleman	Counselor	coleman_t@4j.lane.edu
<b>Teachers</b>		
Mary Adams	Math – 7 <sup>th</sup>	adams_m@4j.lane.edu
Cesar Lopez	AVID & ELA Supports– 6 <sup>th</sup>	lopez_c@4j.lane.edu
Gina Mitchell	English Language Arts – 6 <sup>th</sup>	mittchell_r@4j.lane.edu
Chris Butler	Math – 6 <sup>th</sup> & 7/8 <sup>th</sup> Math Support	butler_c@4j.lane.edu
Cort Harrington	Special Education (Life Skills)	charrington@lesd.k12.or.us
Laura Griffin	Special Education (CLC) – 6 <sup>th</sup> -8 <sup>th</sup>	griffin_l@4j.lane.edu
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Aaron Kurlychek	Robotics & Technology Electives	kurlychek_a@4j.lane.edu
Michael Lewis	Special Education (Learning Ctr) 6 <sup>th</sup> - 8 <sup>th</sup>	lewis_m@4j.lane.edu
Matt Chapman	Health Education	chapman_ma@4j.lane.edu
Chris Michael	Science – 6 <sup>th</sup>	michael_c@4j.lane.edu
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Darcy Strange	Math – 6 <sup>th</sup> & Drama	strange@4j.lane.edu
Tanya Rocheleau	Art	
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Jane Faris	Band & Music	wood_a@4j.lane.edu
<b>Support Staff</b>		
Chelsea Wilkes	Speech Pathologist	anson_b@4j.lane.edu
Sable Esparza	School Psychologist	coyne@4j.lane.edu
Tim LaFaver	Kitchen: Cook	neishleb_n@4j.lane.edu
Corey Rusco	Lead Custodian	rusco@4j.lane.edu



**BUILDING HOURS**

8:20AM - 3:45PM Supervision provided for students

8:00AM - 4PM Front office hours for parent/guardians (Fri. until 3:00)



## **SCHOOL STRUCTURES, ROUTINES, POLICIES & PROCEDURES**

### **Arrival**

- Supervision starts at 8:20 when breakfast is served.
- Students may access personal electronics before school (cell phones/ipods/tablets)
- Students are allowed in the following areas before school:
  - Cafeteria to eat breakfast and socialize with friends
  - Gym **or** Out back to play games in designated areas (when supervision is available)
  - Gym **or** Out back to sit on the bleachers/at tables and socialize (when supervision is available)
  - Family Room to sit and socialize
  - Library on designated days when it is open
- Students enter the hallways and classrooms when the bell rings.
- Front hallways need to remain free and clear for those entering/leaving the building.
- Students should not enter the hallways and classrooms until the first morning bell rings.
- All adults and guests must check in at the office.

### **Hours of Supervision**

- ATA supervises students between the hours of 8:20 AM – 3:45 PM and during official school events that occur outside of regular school hours. The ATA Master Calendar can be viewed at <http://ata.4j.lane.edu> for a full listing of non- school days and breaks. Students are not allowed to remain on campus unsupervised outside of the school day, unless they are a part of an after school club or after school sport or activity. Students may not remain on campus past supervised times; this includes the track or the front entry of the school. Please make sure to pre-arrange all after school plans.
- ATA does not provide supervision on non-school days.

### **Breakfast & Lunch**

Breakfast **and** lunch are free at ATA. No code or fee is required.

- If students arrive late, they may get a “grab & go” breakfast to eat upon arrival.

**Closed Campus** - ATA is a closed campus school.

- Students are expected to remain on designated school property during school hours.
- Students need to sign out and carry a hall pass issued from a staff member when leaving the classroom during class time.

### **Transportation**

- **Bus service** is provided for students who live on the bus routes within the ATA neighborhood. To ride the bus as a guest, students must have a written note from a parent or guardian that will need to be



given to the bus driver. Riding the bus is a privilege, and all school rules apply to bus riders. Breaking these rules may result in the loss of their bus privilege, and/or in-school consequences.

- o ***Bikes, Skateboards, and Scooters*** We recognize bikes, skateboards and scooters are used by students riding to school. Once the student reaches school property they need to dismount and walk or carry their transportation device. Bikes need to be locked to the bike racks. Skateboards and scooters should be stored in the skate/scooter rack – there is no storage available for larger items. ATA is not responsible for lost, damaged, or stolen property. Rack locks are available for check out in the office.
- o ***Vehicle Drop Off and Pick Up*** Students may be dropped off at the front entrance. Drivers must stay in the vehicle. If a driver needs to get out of the vehicle, the car needs to be parked in designated parking. Please respect Reserved Disabled Parking spots for drivers with the need to park there.

### **Dismissal**

- Students are expected to collect their belongings and homework after the bell rings then proceed to their after school activities or home.

### **Attendance**

- Students are expected to attend school daily. If your child is absent, please call the attendance line (541-790-5725) or email [ata\\_attendance@4j.lane.edu](mailto:ata_attendance@4j.lane.edu) on the day of the absence and report it. You will receive an automated phone message if your student does not attend class and no one has communicated with the office with a reason for the absence.
- Contact the teachers for missing work if the absence is two days or longer. Teachers need at least 24 hours notice to gather work.
- Completed work should be submitted within ONE WEEK of the student's return to school.

***Excused absences (including arriving late and leaving early)*** as defined by law are:

1. Illness (excused with doctor's note)
  2. School function (i.e., district sponsored events)
  3. Death in the family
  4. Family emergency
  5. Medical appointments with a note from the medical provider
  6. Weather provisions
- The parent or school authority responsible for the absence must verify an excused absence. Families have 48 hours, or 2 school days, after the student's return to request an excused absence.

### **Pre-Arranged Absences**

- Students planning to be absent for five, or more, consecutive days must complete a pre-arranged absence form and receive the principal's permission as well as their teachers' signatures. Permission does not indicate excusal. This needs to be completed one week prior to the planned absence. Pre-arranged absence forms are available in the office or on our website. Vacations are customarily not excused absences.



- Student work, if possible, will be provided to the student for the term of their absence. Not all work is capable of being done outside of class and teacher may assign alternate assignments.

### **Tardy**

- Students are expected to be in their classrooms, ready to learn when the bell rings for class.
- Excess of tardies (3 or more) are considered a behavior issue and will be addressed through the behavior referral system to identify the issues and problem solve so students can be on time.

### **Release of Students during school day**

- Students may be released only to parents/guardians or their authorized representative:
  - Authorization must be in writing or via a phone call to the school.
- Students must be signed out by authorized adult (valid ID needs to be shown).
- Teachers are instructed not to release a child unless told to do so by the office.

### **Lost and Found**

- Lost and found is located in the hallway leading to the cafeteria.
- Valuables, such as glasses, money, or jewelry are turned into the office.
- At the end of each trimester, the “Lost and Found” will be emptied and the items boxed for donation.

### **Emergency Evacuations/Procedures**

- We conduct regular emergency drills (monthly) so that students and staff are prepared and ensure student safety in the event of an emergency.
- Students are taught procedures the first weeks of school and participate in a Safety week in October.
- Students must obey directions promptly during these drills, and remain silent so that staff instructions can be heard and followed in a timely manner.

### **Emergency School Closing**

*In the event of an emergency closing of school, change of schedule, change in bus routes, altered day:*

- Information will be available on the district website ([www.4j.lane.edu](http://www.4j.lane.edu)), by text message alerts (see the district website for details), via KRVM FM, and other local TV and radio stations.

**\*\*It is important that the school has current contact information, particularly phone and email\*\***  
It is the parent/guardian’s responsibility to promptly notify the school of changes in contact information.

### **Parents/Guardians Communicating With The School**

- Please see individual teacher syllabus for contact information.
- If your student is struggling at school, please contact their teachers to develop a plan of support in a timely fashion.



- If a student is struggling in an individual class, every effort should be made to resolve the problem directly with the teacher. If the problem cannot be resolved, the matter should be referred to administration.

### **School Medication Procedures**

- School personnel may assist a student with prescription medication only if it is in the original container, properly labeled by a pharmacist and a medication consent form is completed and on file. Contact the school office for medication consent forms and details. **Medical inhalers may be carried by students with paperwork on file.**
- Students may carry a one day's supply of non-prescription medication in the original container. Students must carry a note from a guardian specifying the name of the medication and dose to be taken. Any medication containing aspirin requires a physician's orders.
- School personnel will accept changes in medication dosages or times only with a new properly labeled pharmacy container reflecting the dosage and/or time change as well as a new medication guideline form completed by a parent/guardian.

### **School Nurse**

- Eugene School District 4J provides a nurse as a consultant who works at multiple locations. Our school nurse is here one day per week.
- In case of emergency, a nurse will be secured from one of the high schools or 911 emergency services will be called.
- If your child is ill or has a minor injury, please keep your child at home and contact your personal physician, or utilize Churchill High School's health clinic (541-790-5227).

### **Health Room Visits**

As stated above, there is not a school nurse on site daily. Health room visits should be limited to injuries or illnesses including fevers, vomiting, bleeding, broken bones, or teacher discretion of injury severity. Classroom teachers have access to bandaids, water and sinks in the rooms.

### **Student Messages/Office Phone**

Please be sure your student knows their after-school plans before arriving at school in the morning. The office phone is only available to students in the case of an emergency. Messages to students during class time is limited to emergencies. Depending on staff availability, messages called in after 2:30 p.m. may not be delivered.

- Students with cell phones will have the opportunity to check for messages **before** and **after** school.

### **Visitors & Volunteers**

- We welcome volunteers to assist in many areas of our school. If you have any questions about becoming a volunteer in our school please feel free to contact our office at 541-790-5700 or the WolfPAC by emailing atawolfpac@gmail.com



- All visitors are required to sign in and out at the main office.
- All visitors will be provided with a visitor badge to be worn while in the building.
- In order to volunteer, all adults must complete the Criminal Background Check online via the 4J website: <https://www.helpcounterweb.com/welcome/apply.php?district=eugene>

### **BEHAVIOR POLICIES AND EXPECTATIONS**



Arts and Technology Academy participates in Positive Behavioral Interventions and Supports (PBIS) - a school wide proactive approach to student discipline and positive school climate. Students are expected to follow school wide rules in common spaces and specific classroom rules in each classroom. Rules may vary in classrooms due to specific educational purpose.

#### **General Classroom Expectations – Be Safe, Be Respectful, Be Responsible**

- Students are in their classrooms, ready to learn, when the bell signals the beginning of class.
- Students follow all classroom rules.
- Students actively engage in classroom activities.
- Students remain engaged in class activities until the teacher dismisses the student.

Support systems will be put in place for students who struggle with behavior expectations.

#### **PBIS School Wide Rules**


	<u><b>Be Safe</b></u>	<u><b>Be Respectful</b></u>	<u><b>Be Responsible</b></u>
<b>School-Wide</b>  <small>illustrations of.com #1049871</small>	<ul style="list-style-type: none"> <li>• All cell phones, backpacks, purses &amp; personal items are stored in student’s locker</li> <li>• Be aware of your surroundings</li> <li>• Hands and feet to yourself</li> <li>• Walk at all times</li> <li>• Walk “wheels” on school property.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> <li>• Be understanding of people’s differences (ethnic, cultural, learning, etc.)</li> <li>• Value yourself, others, school equipment and property</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and prepared</li> <li>• Clean up after yourself</li> <li>• Own your behavior</li> <li>• Be where you are supposed to be</li> </ul>
<b>Dress Code</b>  <small>*More on following pages</small>	<ul style="list-style-type: none"> <li>• Refrain from wearing chains or spikes</li> <li>• Wear appropriate shoes for walking and running</li> <li>• Hoods and sunglasses for outside use only</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it covered: undergarments and private body parts should not be seen</li> <li>• Swimwear is not permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate language and messages on clothing</li> <li>• No gang or drug related/referenced attire</li> </ul>
<b>Learning Areas</b>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Clean up after yourselves</li> <li>• Be aware of your</li> </ul>	<ul style="list-style-type: none"> <li>• Enter room orderly and quietly</li> <li>• Wait for turn</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly in seat to be dismissed</li> </ul>





	surroundings (cords, laptops, etc.)	<ul style="list-style-type: none"> <li>● Leave setting as you find it</li> </ul>	<ul style="list-style-type: none"> <li>● Be on task</li> <li>● Do your own work</li> </ul>
<b><u>Be Safe</u></b>		<b><u>Be Respectful</u></b>	
<b>Bus</b> 	<ul style="list-style-type: none"> <li>● Follow adult directions</li> <li>● Sit facing forward</li> <li>● Stay in seat</li> <li>● Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Use courteous language and appropriate topics</li> <li>● Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>● Keep food and drink in your bag</li> <li>● Keep the bus clean</li> </ul>
<b>Bathrooms</b> 	<ul style="list-style-type: none"> <li>● Wash hands</li> <li>● Put trash in the cans</li> <li>● Report any problems to an adult</li> <li>● Single bathrooms and stalls are for 1 person</li> </ul>	<ul style="list-style-type: none"> <li>● Keep the area clean</li> <li>● Conserve resources</li> <li>● Let others have privacy</li> <li>● Return promptly to class</li> </ul>	<ul style="list-style-type: none"> <li>● Keep walls, stalls, and floors clean</li> <li>● Go to the closest restroom</li> <li>● Prioritize passing time to use the restroom</li> </ul>
<b>Cafeteria</b> 	<ul style="list-style-type: none"> <li>● Sit when eating or drinking</li> <li>● Only eat what is yours</li> <li>● One student per seat</li> <li>● Alert adult of messes</li> </ul>	<ul style="list-style-type: none"> <li>● Wait to be dismissed</li> <li>● Monitor voice level and language</li> <li>● Actively listen to announcements</li> </ul>	<ul style="list-style-type: none"> <li>● Welcome others to the table</li> <li>● Keep food and drink in assigned spaces</li> <li>● Use manners</li> <li>● Use hall pass to leave</li> </ul>
<b>Hallways</b> 	<ul style="list-style-type: none"> <li>● Walk calmly on the right side of the hall</li> <li>● Keep hands and feet to self</li> <li>● Open doors slowly</li> <li>● Keep pathways clear</li> </ul>	<ul style="list-style-type: none"> <li>● Be polite in interactions with others</li> <li>● Be mindful of actions</li> <li>● Close lockers <u>quietly</u></li> <li>● Use inside voice and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>● Store materials in lockers when not in class</li> <li>● Move to class on time</li> <li>● Stay in designated areas</li> <li>● Sharing lockers is NOT permitted</li> </ul>
<b>Technology</b> 	<ul style="list-style-type: none"> <li>● Walk while holding the computer with two hands</li> <li>● Keep food and drinks away from technology</li> </ul>	<ul style="list-style-type: none"> <li>● Maintain the hardware and software settings on all equipment</li> <li>● Leave a respectful digital footprint</li> </ul>	<ul style="list-style-type: none"> <li>● Use technology only as directed</li> <li>● Return equipment to its designated space and plug in to recharge</li> </ul>
<b>Outside (recess)</b> 	<ul style="list-style-type: none"> <li>● Use equipment properly</li> <li>● Sit, walk and play in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>● Practice good sportsmanship</li> <li>● Include others</li> </ul>	<ul style="list-style-type: none"> <li>● Use appropriate voice level</li> <li>● Use appropriate language</li> </ul>



<p><b>Library</b></p> 	<ul style="list-style-type: none"> <li>● Walk calmly</li> <li>● Be aware of surroundings</li> </ul>	<ul style="list-style-type: none"> <li>● Use quiet voices</li> <li>● Treat materials with care</li> <li>● Check out all materials</li> </ul>	<ul style="list-style-type: none"> <li>● Return books on time</li> <li>● Push chairs in when leaving</li> <li>● No food or drink</li> </ul>
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**Discipline**

Students are expected to follow behavior policy at all times. Students who fail to follow these policies will be in violation of the School District 4J student conduct rules found in the Student Rights and Responsibilities Handbook. Consequences, ranging from re-teaching of expectations to suspension and/or expulsion, may result from violations of this policy.

**Comprehensive district guidelines may be found in the 4J Student Rights and Responsibility Handbook by accessing the 4J webpage: <http://www.4j.lane.edu/superintendent/srrh> School Board Expectations for Student Conduct & Discipline may be accessed via the 4j website.**

**Backpacks, Messenger Bags, and Totes**

Students are encouraged to use backpacks, messenger bags, and/or totes for carrying items to and from school. At school these items must remain in lockers during the entire day. For safety reasons, no backpacks/purses will be allowed in classrooms.

**Binders & Supplies**

All binders and school/class supplies need to be stored in lockers when not in use.

**Dress Code** - Dress code rules apply to school days and for all school dances and activities.

- Student dress and grooming shall be clean and in keeping with sanitary and safety practices.
- Students are required to wear shoes while on school property or while participating in school-sponsored activities that may occur off school property, unless otherwise authorized by school personnel.
- Clothing should not substantially disrupt an educational activity or school sponsored event: swimwear, short or revealing clothing are not permitted.
- Clothing should not constitute a threat to the health and safety of the student or others.
- Provisions for dress and grooming for special activities should arise directly out of the needs of the activity.
- No clothing with inappropriate messages or communication. This includes clothing deemed harassing or with illicit drug or alcohol messages, and/or vulgar and plainly offensive, obscene, or sexually explicit content.
- Students & guests need to remove hoods (on jackets/sweatshirts) when entering the building.
- Students & guests must take off sunglasses when entering the building.
- No heels higher than 1.5 inches may be worn.
- Students may not wear “short” shorts or “mini” skirts.



- During PE and athletic activities, students must wear closed-toe shoes.
- No excessive use of perfume or cologne. No cologne/perfume may be brought on campus.
- If a student chooses to violate this policy, we will provide the student with appropriate attire from the main office, call home for clothing, and/or send the student home for appropriate clothes.
- Blankets may not be used as cover or clothing. Blankets may not be carried around school.

### **Electronic Devices and Phones**

Students will be allowed to have cell phones and electronic learning devices before school and after school only. Cell phones **may not** be used during passing times or lunch. All devices are to be kept in student lockers if brought to school. Electronic learning devices (school issued ipads and laptops) may be allowed in the classroom and students will be expected to follow individual teacher rules. Failure to comply with classroom electronic device expectations will result in consequences. More than one infraction will result in personal devices being confiscated and a student's parent may have to pick up the device from an administrator. Additionally, earbuds and headphones should be in student lockers unless otherwise directed by school personnel.

### **Cyberbullying**

Any form of cyberbullying, by students or staff is prohibited and will not be tolerated. Cyberbullying is the use of any electronic communication device to harass, intimidate or bully.

### **Harassment, Intimidation, and Bullying**

Harassment, intimidation, bullying, and discrimination are not permitted nor tolerated at ATA. Please report any incidents to a staff member or administrator.

### **Elevator Use**

The elevator is for adult use. Student use requires a physician's note for injury/need and office permission with the daily check out of an elevator badge. Only the identified student may access the elevator at appropriate times.

### **Food in School**

- Food may not be consumed in hallways, bathrooms, or on the playground.
- Energy drinks are not allowed on school property.
- Lunch and breakfast are restricted to identified eating areas.
- Snacks should be healthy choices.

### **Locker Use**

- Lockers are the property of the school district and must be kept clean and in good condition.
- Stickers and adhesives are not permitted on lockers.
- Use the locker for school materials only.
- The school is not responsible for lost, damaged, or stolen personal property.



- Students should not share combination information and may not tamper with lockers.
- One student per assigned locker – locker sharing is not permitted.
- Items left in lockers beyond the last day of school or withdrawal from ATA will be discarded.

For safety and health reasons, designated school personnel have the right to inspect lockers at any time. Students are allowed to be present if a locker inspection/search is conducted, provided that the student is in attendance at the time, and that there is not reason to believe his or her presence would endanger safety of others. Please refer to the Search and Seizure section of the 4J Rights and Responsibility Handbook for more information.

### **Misconduct off Campus**

Students may face disciplinary actions for misconduct that occurs away from school grounds at school related or supervised functions and at school bus stops, including:

- Behavior that occurs while traveling to and from school.
- Any off-campus behavior that would otherwise disrupt the educational process or the operation of school or the district.

### **Personal Property**

Students are advised to leave personal items and large amounts of currency at home. The school cannot accept responsibility if any such items are lost or stolen.

Additionally, toys are not permitted at school due to the distraction they cause in classrooms and the learning environment.

The following items are prohibited from campus and any school activity:

- Glass beverage/food containers
- Flammable items such as matches, lighters, oil, or aerosol cans
- Controlled substances, including alcohol, cigarettes, e-cigarettes, tobacco, and illegal drugs
- Mace-type sprays
- Knives, guns (including air soft guns) or any other weapons of any kind or size
- Gambling games or devices

### **Public Displays Of Affection**

Academic excellence with the least amount of disruption for our students is one of our top priorities. Student displays of affection are limited to hand-holding and three-second hugs.

### **Sale of Goods and Commodities**

Goods and commodities such as candy, electronic equipment, etc. are not to be sold on school grounds without permission from an administrator.



## ACADEMIC PROGRAMS

### **Advisory**

- Students meet in grade level advisories daily
- Students have the same advisor for the whole year

### **Advisory purpose**

- Build a relationship with an adult advocate
- Community building in a multicultural setting
- Character development
- School-wide communication
- Academic skill building for Project Based Learning

### **School Wide Assessment**

- Students take easyCBM benchmark assessments in Language Arts and Mathematics to assess their current level of performance three times per year (fall, winter, spring).
- Students take a statewide summative assessment in Language Arts and Mathematics to assess progress on grade level standards yearly.
- 8th grade students take a statewide summative assessment to assess progress on grade level standards in Science.

### **Classroom Assessment**

- Teachers assess students regularly in all classes to monitor level of understanding and academic growth - please refer to individual class syllabi.

### **Grades & Homework**

Teacher grading and homework policies are defined in the class syllabus. These may also be accessed via teacher websites online or via email with the teacher.

### **Grade Reports**

- Students and parents/guardians can access StudentVue or ParentVue for students' current grades. Access remains the same from year to year. If you need help, please contact the office.
- Teachers update Synergy (Vue access) every two weeks with assignment turn-in/completion – not necessarily grades. Parents & students are encouraged to contact teachers, call or email regarding student progress.



- Students’ work will be evaluated and reports mailed to parents every six weeks throughout the school year. Parents are encouraged to meet with teachers, call or email regarding their student.

### **Guest Teachers**

Occasionally a teacher may be absent due to an illness or for professional/personal reasons. When this occurs, a guest teacher will be provided. Students are expected to be courteous, cooperative and helpful, following all school expectations.

### **Intervention/ Support Classes**

- Math and Language Arts support classes are available for students performing below grade level.
- Students in support classes are identified and recommended by assessment data and school staff.
- Intervention classes are provided as Title One supports.

### **Field Trips**

Field trips are part of the curriculum in many classes. Information to parents will be distributed prior to any field trip. Before a student is allowed to go on a field trip, we **MUST** have a signed, permission slip from the child’s parent or guardian. If permission slips are not returned by the deadline, your child will not be allowed to participate in the field trip. Please get forms in early to avoid unforeseen absences and missed deadlines.

Teachers may ask for donations to help defray the cost of field trips. Donations are appreciated and support our efforts to expand our children’s classrooms beyond our four walls. As always, contact your child’s teacher should field trip costs pose a problem for your family.

### **Activity Nights and Student Participation**

Students must be present the day of an extracurricular event, including but not limited to dances, activity nights, and track meets. Exceptions may be made by building administration and with approved documentation.

## **AVID**

### **Advancement Via Self Determination**

ATA is an AVID school. **AVID** is a life readiness program designed to help students develop the skills they need to be successful in college/career/life. The program places special emphasis on growing writing, critical thinking, teamwork, organization and reading skills. AVID Schoolwide implements specific strategies and transforms the Instruction, Systems, Leadership, and Culture of a school, ensuring college readiness for all **AVID** Elective students and improved academic performance for all students based on increased opportunities.

**Binder:** At ATA, students are expected to have and use a 3-ring binder. The binder should be taken to every class and kept organized. A pencil pouch containing

Name	Date
Subject	Page #
recall column	notes column
summary	



sharpened pencils, pen, erasers, highlighter should always be stocked and within the binder. Binder checks are done frequently in Advisory classes and support given with organization.

**C-Notes:** Students learn how to take and use Cornell Notes (c-notes) – see sample for assignments, lectures, presentations.

**WICOR** strategies (**W**riting – **I**nquiry – **C**omprehension – **O**rganization – **R**eading) are used in all classes to support student learning and develop skills for successful acquisition



### **Planners**

Every student is issued a planner to assist in tracking homework and classwork. Time is given during every class period to record the day's assignments. A planner is the ideal way for you to see what your student is doing at school and get communication on events – students should record no school days, tests, activities, etc. in their planner. Daily or weekly check-ins are recommended for parents to support student organization and communication.

Students will receive a planner each trimester. The planner will contain 12 weeks worth of pages. The front cover of the planner is the student's PACK Card.

### **P.A.C.K. Card (*We are the WolfPACK*)**

Every student is issued a PACK Card (Prepared – Attitude – Character – Kindness)

The PACK Card is a tool teachers use for giving students positives for working/participating/respectful interactions and for gentle reminders of behavioral expectations. Students are also allotted a set number of bathroom excusals each week that are tracked on the card.

### **Supplies**

Parents are requested to check in frequently with students regarding supplies such as notebook paper and pencils. These are ongoing supplies that students need to have in order to be prepared and experience success at school.