

Hopkinton Middle High Academic Advisory

All students are assigned an academic advisor to assist them in planning their academic program. The student's academic advisor is listed on the student schedule page of X2. Students will meet with their advisors every Monday during the 40-minute advisory period.

The primary duties of the academic advisor include:

- Meeting with students to review their academic progress
- Assisting students as needed during the advisory time to plan their week's schedules – make-ups, competency remediation, etc.

The following is a list of protocols for academic advising:

Initial Meetings with the Students:

Laying the ground rules:

1. Academic advisory means we will review your grades and progress weekly.
2. Academic advisory is a quiet study period.
3. Academic advisory is the primary time to schedule competency meetings and make-ups with teachers.
4. Academic class meetings and bi-weekly club meetings may be scheduled during academic advisory time on Fridays.
5. School assemblies may be scheduled during academic advisory.
6. Students will use the 5-minute passing period for gathering materials from lockers or bathroom visits.

Getting a general sense of the student:

This could be done one-on-one or collectively and then reviewed prior to first meeting with individual students.

- Favorite classes, least favorite classes
- Activities: clubs, sports, hobbies (what do you spend most of your time doing outside of school?)
- What are your best academic skills? What skills are most in need of improvement?
- In what classes do you perform well? Do you know why?
- In what classes do you perform poorly? Do you know why?

The weekly meeting with students:

- Reviewing X2
 - Check on general grades and performance
 - Look for hiccups in performance
 - If missing assignments, remind the student to set up by X date.
 - If necessary schedule competency time with teacher.
 - *Look for any changes in behavior or attitude.*
- Scheduling students in the "Academic Advisory Google Doc" (AAG)
 1. On Mondays only: Check to see that the teacher is available. No teacher should have more than 3 students referred in any given block.
 2. Insert the student's name on the AAG.
 3. Write the student a pass for that meeting, have student place pass in folder.

- Students that need to schedule time in the Library or for a Guidance Appointment.
 1. Library ~ Students who need to go to the library during Academic Advisory can get a pass from the library from 7:45 AM until the end of block 2.
 2. Guidance ~ Students who need to see their Guidance Counselor during Academic Advisory can get a pass from the Mrs. Whiting from 7:45 AM until the end of block 2.
- Student Travel during the week (Tuesday thru Friday)
 1. All students traveling to an individual teacher must have a pass.
 2. Only the receiving teacher will write passes. (This includes Library Staff and Guidance Staff)
 3. Club and class meetings will be noted on X2. After attendance students will travel to those locations.

**** All Seniors must attend Academic Advisory on Mondays and "All School Assemblies."**
 Seniors, with privileges, are excused from Academic Advisory on Tuesday through Friday, when not scheduled for competencies, make-ups, club meetings or class meetings.
 Seniors must sign out in the main office!

What to do when kids need help?

1. Always check with the classroom teacher first. Email, note, brief conversation.
2. Refer to guidance when there has been limited improvement over a 2-3 week period and/or when there are behavioral or emotional issues.
3. Refer to Assistant Principal when a student refuses to participate in academic advisory or when other disciplinary issues arise.

Confidentiality:

It is critical that all academic advisors maintain an atmosphere of confidentiality and sensitivity when discussing student performance and plans. Therefore using jargon that is directive, not punitive or insulting is the common expectation. Also academic advisors will refrain from discussing other teachers in a critical or pejorative manner. Please maintain professionalism with advisees at all times.

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Classroom teachers:

1. On Monday/Tuesday: Check the AAG to see what students have been assigned to meet with you.
2. If you want to see a student during academic advisory:
 - a. Be sure that they are not already booked with another teacher.
 - b. Check the AAG to be sure you are not booked.
 - c. Write the student a pass
3. If you want to schedule an entire class or club into the academic advisory period:
 - a. Enter the class roster or club roster into the AAG
 - b. These meetings may be scheduled once every two weeks.