

## 2108 Advisory Fridays

1. Purpose
  - a. Friday is a school day that empowers students to clarify, remediate, and master the Maeser curriculum. Friday also allows teachers additional time to prepare for their lessons, collaborate, engage in professional development, and have additional meaningful interactions with students, especially those who need extra support.
2. Schedule on Advisory Fridays:
  - a. 8:00-9:00am: Faculty and department meetings
  - b. 9:00am-1:00pm: Advisory Time (tests, instruction, mentoring, grading, preparation)
  - c. 1:00pm-3:00pm: Teacher collaboration and preparation
3. Student expectations
  - a. Fridays are still considered a school day.
  - b. Students are expected to do the following on Fridays:
    - i. Respond to the online attendance question in their Advisory class in order to track student attendance, engagement, and learning
    - ii. Check PowerSchool and Google classroom to identify any missing or upcoming assignments
    - iii. Work on upcoming and missing assignments
    - iv. Come to campus to work with teachers as needed or as assigned by a teacher
    - v. Take any scheduled tests
    - vi. Complete any necessary make up work
  - c. Students who are not maintaining a C average in classes are required to meet with teachers on Friday for remediation.
4. Teacher expectations:
  - a. Teacher hours are 7:30am-3:00pm. Teachers will be available for office hours from 9:00am-1:00pm unless otherwise posted and communicated.
  - b. Distribute a syllabus at the beginning of each semester that shall include Friday expectations for students.
    - i. Any adjustments to Friday expectations shall be updated by the teacher at a minimum of a week in advance of those dates.
  - c. Administer tests
  - d. Provide extended time for labs and other in-person projects
  - e. Hold individual appointments with students needing extra support.
  - f. Look for opportunities to engage in small group mentoring sessions
  - g. Provide additional instruction for students who are looking for an additional challenge
  - h. Update student grades to be current by 3:00pm
  - i. Prepare for the coming week's lessons
  - j. Email parents about any concerns or accolades
5. Teachers may assign work on Fridays

6. Teachers may collect work on Fridays (as long as it wasn't assigned the same day)
7. All work that is due on Friday must be turned in by 1:00pm either electronically or in person as communicated in order to give teachers time to update PowerSchool