

## 2108 Advisory Fridays

1. Purpose
  - a. Friday is a school day that empowers students to clarify, remediate, and master Maeser curriculum. Friday also allows teachers additional time to prepare 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. 8:00–9:00 am: Faculty meetings, teacher collaboration, and preparation
  - b. 9:00 am–12:00 pm: Advisory Time (tests, instruction, mentoring, grading, preparation)
  - c. 1:00 pm–3:00 pm: Faculty meetings, teacher collaboration and preparation
  - d. The first Advisory Friday of each term is a mandatory in-person day for students (9:00 am–12:00 pm)
3. Student expectations
  - a. Fridays are still considered a school day. School policies and procedures still apply.
  - 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 failing a class are required to meet with the appropriate teacher on Friday for remediation.
4. Teacher expectations:
  - a. Teacher hours are the same as every other day. Teachers will be available for office hours from 9:00 am–12:00 pm unless otherwise posted and communicated.
  - b. Teachers will distribute a syllabus at the beginning of each course that shall include Friday expectations for students.
    - i. Any adjustments to Friday expectations shall be updated and communicated to students and parents by the teacher.
  - c. Teachers are expected to update student grades by 3:00 pm.
  - d. Teachers are expected to prepare for the coming week's lessons.
  - e. Teachers are expected to communicate with parents about any concerns.
  - f. Teachers are strongly encouraged to communicate appropriate accolades.
5. Additionally, on Advisory Fridays teachers may:
  - a. Administer tests
  - b. Provide extended time for labs and other in-person projects

- c. Hold individual appointments with students needing extra support
  - d. Look for opportunities to engage in small group mentoring sessions
  - e. Provide additional instruction to students who are looking for an additional challenge
  - f. Assign work
  - g. Collect work (as long as it wasn't assigned the same day)
6. All work that is due on Friday must be turned in by 12:00 pm, either electronically or in person as communicated in order to give teachers time to update PowerSchool

Approved 09.11.2024