

## High School Advisory 5 W's and H

### Who

- Students will be assigned to either a same grade level teacher or a designated administrator.
- Advisories will be capped at a 1:15 student to advisor ratio as much as possible.

### What and Why

- community and relationship building
- monitoring student engagement and academic progress
- coordinating regular contact with students and/or families
- communicating with the ABLE Student Engagement Team to initiate tiered re-engagement when necessary (see more in attendance policy)
- serving as a reliable and regular point of contact between ABLE and its families ensuring that no student's needs fall through the cracks

### When

- **Asynchronous in nature for Whole Class:**
  - Advisory Class will NOT be a regular, synchronous class built into the school week schedule.
  - If an advisor decides to hold a whole class meeting, students will receive at least two school days' notice.
  - Advisors are encouraged to hold whole class meetings on Wednesdays.
- **Weekly Monitoring and Communication:**
  - Advisors will monitor our student engagement tracker weekly for purposes of making regular updates to families on their students' engagement/attendance.
  - Advisor may require students to check in one-to-one via video conference, email, google voice text messaging, or other platform.

### Where and How

- Any live video conferences will take place on Webex or Teams, just like students' regular classes.
- Phone calls will be made either from the ABLE campus or from a teacher google voice number. Text messaging can also come through google voice.
- While it is neither a regular, synchronously live nor graded class, the student will be enrolled into an advisory class with their advisor on Schoology where the advisor can push out important information and support for students and families.
- **Student Engagement:** We will use a school-wide student engagement spreadsheet that all advisors will access. Teachers will do most of the entries for engagement, but advisors will have eyes on the spreadsheet for purposes of communication with families in a regular and timely manner. In a distance learning environment, the state of California accounts for student "attendance" based on the student's engagement. **Students receive credit for engagement and attendance as follows:**
  - attending live Webex or Teams class periods
  - signing into Schoology courses and completing assigned work for class or for practice/application
  - participating in scheduled small group/targeted instruction sessions
  - one-to-one check-in:
    - with teachers during office hours
    - with advisor
    - with counselors
    - via mail, phone call, and/or text message communication