



AFTER SCHOOL ACADEMY HANDBOOK 2015 – 2016

The purpose of this handbook is to implement and sustain an effective after school academic coaching program.

Working together to ensure student success!

Olive – Harvey College STEM Center for Teaching & Learning

Table of Contents

Program Overview	2
Mission Statement	2
Program Description.....	2
Program Outcomes	2
Intermediate Outcomes	2
End Outcomes.....	2
Program Expectations	3
Job Description: After School Academy Academic Coach	4
Primary Activities	4
Secondary Activities.....	4
Maintenance Activities.....	4
Agreement: After School Academy Academic Coach	5
After School Academy Coordinators Contact Information	7
Olive-Harvey College.....	7
Julian High School	7
After School Academy Fall 2015 Calendar – Julian High School	8
After School Academy Spring 2015 Calendar – Julian High School	9
After School Academy Coordinators Meeting Schedule	10
After School Academy Academic Coaches Meeting Schedule.....	11
After School Academy –Meetings Tracker	12
Recruitment.....	13
Flyer.....	13
Forms – Teacher Referral Form Sample.....	14
Academic Coaching Session Record.....	16
Date.....	16
Subject	16
Student	16
Comments	16
Electronic Databases.....	17
Academic Coaches 2015-2016	17
Sample Student Attendance/Grades Tracker	17
Sample Weekly Report Summary	18
Feedback Forms	18
Notes.....	19

Program Overview

Mission Statement

The mission of the After School Academy is to provide students with academic support in the areas of English, Reading, Science and Math. Also, to improve the academic achievement of students through increasing their knowledge and skills, school attendance, and time devoted to their academic career by providing additional, instruction and guidance.

Program Description

The After School Academy program at Julian High School will be an extension of the advanced placement and dual credit courses. Students enrolled in these courses will be placed in two academic coaching sessions to improve test scores, complete missing assignments and homework, improve study skills, improve classroom attendance, and improve note-taking skills.

Academic coaching sessions will be at least 1.5 hours each day, on either Monday and Wednesday or Tuesday and Thursday.

Program Outcomes

Intermediate Outcomes

- Students enroll in academic coaching program
- Students attend orientation
- Students participate in academic coaching program
- Students demonstrate improved attitude and motivation toward school work

End Outcomes

- Increased study hours outside of school
- Improved school attendance
- Improved academic achievement
- Continued educational advancement

Program Expectations

Students are expected to:

- Attend the academic coaching sessions on a consistent basis
- Be fully present and prepared
- Be respectful and proactive
- Ask questions for clarification
- Bi-weekly progress check with classroom teacher
- Provide feedback

Academic coaches are expected to:

- Arrive on time
- Inform the school and Olive-Harvey if running late or going to be absent
- Provide reinforcement of classroom instruction through demonstration, explanation, clarification, modeling, etc.
- Take daily attendance and record in Google spreadsheet
- Submit weekly reports electronically
- ***See Job Description & Agreement: After School Academy Academic Coach for additional duties/responsibilities***

After School Academy Coordinators are expected to:

- Manage every aspect of the After School Academy
- Offer support to students and academic coaches

After School Academy Host School are expected to:

- Assist in the recruitment process
- Support the coordinators, academic coaches and students
- Provide student grade percentages every 5 weeks

Job Description: After School Academy Academic Coach

Primary Activities

1. Academic coach elementary/middle/high school students in credentialed discipline at assigned campus.
2. Conduct at least two sessions per week after school for the duration of the semester.
3. Record names of attendees and subject of instruction requested.
4. Follow up on progress of participating student.
5. Be available to meet with the Dean of STEM-CTL and staff at least once/month.
6. Promote the After School Academy program.

Secondary Activities

1. Monitor students in the program and recommend academic coaching and support services as needed.
2. Provide feedback to Dean of the STEM-CTL and the Coordinator.

Maintenance Activities

1. Notify the Dean of the STEM-CTL or the Coordinator if you will not be able to attend the coaching session so that the participating school can be informed.
2. Keep track of academic coaching sessions.
3. Inform the Dean of the STEM-CTL or the Coordinator immediately of any concerns at any location.
4. Secure necessary materials (e.g., notebooks, summary margin paper, graph paper, note cards, textbooks, etc.)
5. Track student attendance electronically
6. Submit weekly reports electronically
7. Conduct mid-term and end-of-term surveys at each location.
8. Complete end-of-term reports for campus faculty and administration.
9. Participate in end of term reception for the program.

Agreement: After School Academy Academic Coach

This Agreement is made and entered into on this date _____ by faculty member _____ and _____ of the STEM-Center for Teaching and Learning.

- A. The STEM-CTL is engaged in faculty professional development activities which enhance teacher effectiveness and promote student learning.
- B. Faculty member is willing to abide by the terms of the Special Assignment whether for release time or stipend.

1. AGREEMENT TO ACCEPT ASSIGNMENT

I _____, agree to the terms and conditions of the Special Assignment.

2. DESCRIPTION OF FACULTY DUTIES

Duties are described in the attached job description, but can be summarized as follows: academic coach elementary/middle/high school students in credentialed discipline at assigned campus, conduct at least two sessions per week after-school for the duration of the semester, keep track of academic coaching sessions, record names of attendees and subject of instruction requested, submit weekly reports, follow up on progress of participating student, be available to meet with the Dean of STEM-CTL and staff at least once/month and promote the After School Academy Up program.

3. MANNER OF PERFORMANCE OF EMPLOYEES DUTIES

Faculty should make every effort to carry out duties to the best of his/her ability and experience in a manner satisfactory to the goals and objectives of the STEM-CTL.

4. DURATION OF AGREEMENT

This agreement is for Fall _____, Spring _____, Year _____ commencing on _____ and ending on _____, unless reasons for prior termination are necessary.

5. COMPENSATION : Release time _____ or Stipend X

Work hours agreed upon for this assignment are: _____

Stipend agreed upon for this assignment is: _____

6. END OF TERM REPORTS AND DATA COLLECTION

The After School Academy Academic Coach shall work closely with the principal and faculty of the assigned school. He/she will also collaborate with the STEM-CTL staff and Institutional Researcher in analyzing the data for grant reporting purposes.

7. REASONS FOR PRIOR TERMINATION

The STEM-CTL reserves the right to terminate agreement if faculty member is unable or unwilling to fulfill obligations.

8. BINDING EFFECT OF AGREEMENT

This agreement is binding and has been entered into and executed on the above written date between:

STEM-CTL Dean or Designee _____ and

Faculty Member _____

After School Academy Coordinators Contact Information

Olive-Harvey College

Ms. Michelle E. Ferguson
Manager of Instructional Technology
STEM/Center for Teaching and Learning
773.291.6454
mferguson29@ccc.edu

Dr. Vera Fullard
Dean
STEM/Center for Teaching and Learning
773.291.6308
vfullard@ccc.edu

Julian High School

Ms. Elsa Davenport
Dual Credit/AP Coordinator
773.535.5172
edavenport@cps.edu

Ms. Rita Lloyd
Clerical Assistant
773.535.2842
rrlloyd@cps.edu

After School Academy Fall 2015 Calendar – Julian High School

Week #	Monday	Tuesday	Wednesday	Thursday
1	September 21 Parent/Student Orientation	September 22 Academic Coaches Meeting	September 23 Teacher Orientation/Training	September 24
2	September 28 Input grades	September 29 Input Grades	September 30	October 1
3	October 5	October 6	October 7	October 8
4	October 12 Columbus Day	October 13	October 14	October 15
5	October 19	October 20	October 21 Input grades	October 22 Input grades
6	October 26	October 27	October 28	October 29
7	November 2	November 3	November 4	November 5
8	November 9	November 10	November 11 Veterans Day	November 12 End of Quarter
9	November 16	November 17	November 18	November 19 Parent Teacher Conferences
10	November 23 Input Grades	November 24 Input Grades	November 25 Schools closed	November 26 Thanksgiving Holiday
11	November 30	December 1	December 2	December 3
12	December 7	December 8	December 9	December 10
13	December 14	December 15	December 16 Input grades	December 17 End of Program Input grades

Monday & Wednesday Academic Coaching Sessions Total Days: 21

Tuesday & Thursday Academic Coaching Sessions Total Days: 22

End of quarter/program

Holidays or
No Classes

Input student
percentage grade in
spreadsheet

Academic Coach
Planning Time/Meetings

After School Academy Spring 2015 Calendar – Julian High School

Week #	Monday	Tuesday	Wednesday	Thursday
1	February 8 Input grades	February 9 Input grades	February 10	February 11
2	February 15 President's Day	February 16	February 17	February 18
3	February 22	February 23	February 24	February 25
4	February 29	March 1	March 3	March 4
5	March 7	March 8	March 9 Input grades	March 10 Input grades
6	March 14	March 15	March 16	March 17
7	March 21 OHC Spring Break	March 22 OHC Spring Break	March 23 OHC Spring Break	March 24 OHC Spring Break
8	March 28	March 29	March 30	March 31
9	April 4	April 5	April 6	April 7 End of quarter
10	April 11 Input grades	April 12 Input grades	April 13	April 14 Parent Teacher Conferences
11	April 18 CPS Spring Break	April 19 CPS Spring Break	April 20 CPS Spring Break	April 21 CPS Spring Break
12	April 25	April 26	April 27	April 28
13	May 2	May 3	May 4	May 5
14	May 9	May 10	May 11 Input grades	May 12 End of Program

Monday & Wednesday Academic Coaching Sessions Total Days: 24

Tuesday & Thursday Academic Coaching Sessions Total Days: 22

End of quarter/program

Holidays or
No Classes

Input student
percentage grade in
spreadsheet

Academic Coach
Planning Time/Meetings

After School Academy Coordinators Meeting Schedule

Date	Time	Location
September 17, 2015	10:00 am	Julian HS
October 1, 2015	10:00 am	Julian HS
October 15, 2015	10:00 am	Julian HS
October 29, 2015	10:00 am	Julian HS
November 12, 2015	10:00 am	Julian HS
December 3, 2015	10:00 am	Julian HS
December 17, 2015	10:00 am	Julian HS
January 28, 2016	10:00 am	Julian HS
February 11, 2016	10:00 am	Julian HS
February 25, 2016	10:00 am	Julian HS
March 10, 2016	10:00 am	Julian HS
March 24, 2016	10:00 am	Julian HS
April 7, 2016	10:00 am	Julian HS
April 28, 2016	10:00 am	Julian HS
May 12, 2016	10:00 am	Julian HS

After School Academy Academic Coaches Meeting Schedule

Date	Time	Location
October 21, 2015	1:30pm	OHC
November 18, 2015	1:30pm	OHC
December 9, 2015	1:30pm	OHC
January 27, 2016	1:30pm	OHC
February 24, 2016	1:30pm	OHC
March 22, 2016	1:30pm	OHC
April 20, 2016	1:30pm	OHC
May 11, 2016	1:30pm	OHC

After School Academy –Meetings Tracker

Date	Location	Purpose	Attendees

**OLIVE-HARVEY
COLLEGE
AFTER
SCHOOL
ACADEMY
@
JULIAN HS**

WHEN
September 28—December 17
Monday—Thursday
3:30—5:00 pm

WHERE
Library

**OLIVE-HARVEY
COLLEGE
PROFESSORS
ARE PROVIDING
ACADEMIC COACHING IN:**

Monday & Wednesday

Math
Professor Harrison
jharrison@ccc.edu

Reading
Professor Humphrey
thumphrey@ccc.edu

Tuesday & Thursday

English
Professor Barclay
fbarclay@ccc.edu

Math
Professor Buckner
pbuckner@ccc.edu

Reading
Professor Johnson
djohnson5@ccc.edu

Science
Professor Assaf
sassaf1@ccc.edu

**FOR MORE
INFORMATION
CONTACT:**

Ms. Rita Lloyd
Clerical Assistant
773.535.2842
rrlloyd@cps.edu

Forms – Teacher Referral Form Sample

After School Academy Referral Form

Section 1: Teacher Referral

Date: _____

Term: ☐ Fall ☐ Spring Year: 20_____

Students Name: _____ Current Grade Percentage: _____

Teacher: _____ Teacher Email: _____

Subject: _____ Student Signature: _____

Reasons referred: (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Improve test scores | <input type="checkbox"/> Complete missing assignments |
| <input type="checkbox"/> Complete incomplete assignments | <input type="checkbox"/> Improve grades on completed assignments |
| <input type="checkbox"/> Complete missing homework | <input type="checkbox"/> Improve classroom attendance |
| <input type="checkbox"/> Improve studying skills | <input type="checkbox"/> Improve note taking skills |
| <input type="checkbox"/> Other: (Please explain) _____ | |

Parent/Guardian Name(s): _____

Contact Information:

Phone: _____ Email: _____

Section 2: Parent Contact Information

Your son/daughter has been recommended by their teacher participate in the After School Academy to improve his/her grade. After School Academy sessions are conducted by professors from Olive-Harvey College twice a week for 1.5 hours each day. In order to ensure success we are asking for your support. At the end of the program your son/daughter will be asked to complete an anonymous survey online. By signing below you agree to your son/daughters participation in this program.

Parent/Guardian signature: _____

We value your commitment to your child's academic success if you have any questions or concerns about the After School Academy please contact either:

Ms. R. Lloyd – Julian HS Clerical Assistant @ 773.535.2842 or rrlloyd@cps.edu

Ms. M. Ferguson – Olive-Harvey College Manager, Instructional Technology
@ 773.291.6454 or mferguson29@ccc.edu

Section 3: Exit Slip

After School Academy Academic Coaching Exit Slip 2015 – 2016	
This certifies that _____ (Print Student Name)	Adv. No. _____
Attended academic coaching in: (Check one) <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Reading <input type="checkbox"/> English	Sessions attended: Day 1: _____ Day 2: _____ <i>In order to receive credit you must attend two sessions in one week.</i>
Referring Teacher/teacher giving credit _____	
Student response <u>required</u> : This week I learned / did _____ _____ _____ _____	Academic Coach Name: _____ Academic Coach Signature: _____

After School Academy Academic Coaching Exit Slip 2015 – 2016	
This certifies that _____ (Print Student Name)	Adv. No. _____
Attended academic coaching in: (Check one) <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Reading <input type="checkbox"/> English	Sessions attended: Day 1: _____ Day 2: _____ <i>In order to receive credit you must attend two sessions in one week.</i>
Referring Teacher/teacher giving credit _____	
Student response <u>required</u> : This week I learned / did _____ _____ _____ _____	Academic Coach Name: _____ Academic Coach Signature: _____

Academic Coaching Session Record

Academic Coach: _____

Program Location: _____

Room#: _____

Week of: _____

Date	Subject	Student	Comments

Electronic Databases

Academic Coaches 2015-2016

First Name	Last Name	Subject	Contact Information	Location	Days	Time
Shadi	Assaf	Science	sassaf1@ccc.edu	Library	T & TH	3:30 – 5:00
Fitzhubert	Barclay	English	fbarclay@ccc.edu	Library	T & TH	3:30 – 5:00
Paul	Buckner	Math	pbuckner@ccc.edu	Library	T & TH	3:30 – 5:00
Jo'Van	Harrison	Math	jharrison@ccc.edu	Library	M & W	3:30 – 5:00
Tonia	Humphrey	Reading	thumphrey@ccc.edu	Library	M & W	3:30 – 5:00
Debra	Johnson	Reading	djohnson5@ccc.edu	Library	T & TH	3:30 – 5:00

Sample Student Attendance/Grades Tracker

First Name	Last Name	Subject	Grade as of 12/2/13	Attendance					Grade as of 12/12/13	Growth
			Percentage	12/3/13	12/5/13	12/10/13	12/12/13	Total Days Present	Percentage	Did current grade increase or decrease?
John	Doe	Math	69	P	A	P	P	3	74	Increase
Jane	Doe	Math	75	P	P	P	P	4	82	Increase
Susie	Smith	Math	72	A	P	P	A	2	71	Decrease

Sample Weekly Report Summary

At the end of each week academic coaches will provide a summary of their academic coaching sessions. Academic Coaches will receive an email every Friday with the link to fill out the form.

https://docs.google.com/forms/d/1KftzEI_XdFd2Qc59NAe9LPMe8ehkDuC0sulzVCYaJF1I/viewform

The screenshot shows a Google Form titled "Tutor Weekly Report - Week of February 10, 2014". The instructions state: "Provide a detailed summary of your tutoring session this week." The form contains several required questions marked with an asterisk (*):

- Name:** A text input field with the label "This is a required question" below it.
- Subject area:** A radio button selection with options: English, Math, Reading, and Science.
- After School Academy Location:** A radio button selection with options: Corliss High School and OHC Middle College.
- Session days:** A radio button selection with options: M & W and T & TH.
- Session duration:** A radio button selection with options: 1hr, 1.5hr, 2hr, and 2.5hr.
- Number of students tutored this week:** A dropdown menu.
- Students arrived on time and were ready to begin the session?** A checkbox.

Feedback Forms

The After School Academy feedback forms can be accessed online:

After School Academy Student Feedback Form

https://docs.google.com/forms/d/1ytaS5DLu-BayNg3c_t0gPAQ86chlabDDtdTydov1Ejc/viewform

After School Academy Academic Coach Feedback Form

https://docs.google.com/forms/d/1oa6mc2YsvXm4Qdb8_FkBxUQ1xzLGZp9ZpLwT_FJECC4/viewform

[illegible]