**ATRISCO HERITAGE ACADEMY HIGH SCHOOL**

***Instructional Council Meeting Agenda***

| Date of Meeting  | 11 August 2022 |
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| Chair | Caitlin Hein |
| Place: AHA Library | Time: 2:40- 4:00 |

***Norms/Rules/Expectations***

| 1. Meetings run w/ openness: everyone encouraged to participate
2. Timely start, productive meetings, please limit cell/electronics use, stay on topic
3. Please keep side conversations to a minimum as it is hard to focus in our meeting space.
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|  | * Introduction – Caitlin Hein
* Time Keeper – Caitlin Hein
* Meeting Minutes – Elizabeth Hill

Jessica ChavarriaJennifer EnglishJessica CanoValerie SisnerosJessica BrooksRobert JonesAugustine GarciaAshley NkbengesheJoe MontoyaCathy DuranCameron MarquezJocelyn MCNLJessica KrichelsKaty HammelJessica Malherbe CorcoranKaycie Robinson |
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| ***Time*** | ***Topics*** |
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| 10 | * [Bell schedules- Fall 2022 Semester](https://docs.google.com/document/u/0/d/1Xf9JqieuAWEMRR3dD6RA6hzAIKC7k1eGvoMA1s-RjXg/edit)
	+ proposed change:
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* Tues 10/11 changed to C day, Wed 10/12 pSAT, Ths 10/13 B, Fri 10/14 A
* IC Decision: approved
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| 30  | **Discipline as it affects instruction**Cell phones: * Majority of departments want to move forward with Red Yellow Green policy. Teachers who are against the RYG system do not have to implement.
* RYG signage will be redone (mistake in printing). Will be reprinted and redistributed with magnets ASAP.
* Suggestions for use (up to teacher discretion):
	+ RED: phones/earbuds cannot be used
	+ YELLOW: Phones/earbuds can be used for instruction/classwork or for nonacademic uses with teacher permission.
	+ GREEN: Phones/earbuds allowed.

Tardies: **Important New policies:** * Take attendance in first 10 minutes of class.
* If students miss more than 50% of class, mark them absent and document in Synergy noting the time student came in.
* Admin is calling home every period of absence.
* No one is allowed to leave campus and come back (even seniors, even for lunch).
* If arriving late, students should go through front office for passes. HOWEVER, do not send kids who arrive to class without a pass to go get passes.
* Admin will begin temporarily revoking driving privileges from students who are chronically driving in late.
* After 5 tardies, write incident referral (bottom of JagWU). We are no longer doing attendance referrals; Ms. Nkbengeshe is running absence reports and the attendance office will deal with this.
	+ tardy referral consequences: lunch detention and parent conference
* Successful policies in use right now for consideration:
	+ Take cell phone when late
	+ Restorative justice: kids who are violating cell policy must give back what they took away by delivering lessons on certain topics (bell ringers, discussion, etc)
	+ Lose hall pass privileges for the day

Ditching: Attendance VP Ms. Nkbengeshe will be taking charge of attendance - teachers no longer need to submit attendance referrals. For 5 or more tardies, use the incident referral doc in the JagWUIDs: * Checks, order new ones through advisory
* IDs are a security issue and must be worn at all times. We had several security incidents last year with students/people on campus who should not have been.
* Students who need new IDs can fill out the replacement form and get new IDs before school or at lunch.
* ID wearing can be tied into participation grade (teacher discretion).

[Advisory checklist/schedule document](https://docs.google.com/document/d/1QJjsWEagzeiAewpGY9-fU91BSk6PZJjjPpi64hvvn7Y/edit?usp=sharing):* Majority of departments want to adopt and continue to use.
* Activity/lesson ideas: teacher appreciation, pSAT testing strategies, conflict resolution, grade checks.
* Monday’s Advisory 8/15: send students with Chromebooks to front office to return.
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| 20 | **Open house:**Format, community activities* Aug 31, 5-8 pm (goal: teachers leave at 7:30)
* Teachers do not need sign-in sheets; sign-in will be at front when they come in
* Families will get passport when they sign in for teachers to fill out as they visit classes. Turn in for chance to win prize.
* First 100 families get coupon for free pizza
* [Open House Schedule document](https://docs.google.com/document/d/1Qn9VDzXOWSBHlD7Fey0jAxhQ5gEZh7iuLMwLq2HHC6w/edit?usp=sharing)
	+ 5-5:45 - Title I meeting and Taste of AHA w/ vendors and performances
	+ 5:45-6:45 - Various meetings (AP parent, AVID parent, Senior parent, Bilingual parent, parent/studentvue tutorials)
	+ 6:45-7:30 - Meet and greet w/ teachers
		- New Format→ content areas and grades set up together
		- Freshman teachers: F bldg
		- Sophomore teachers: E bldg
		- Junior teachers: D bldg
		- Senior teachers: C bldg commons
		- Electives: Main caf
		- District programs: B bldg courtyard
* IC Action item: Ask teachers to work together in collab to discuss what they want to share at Meet & Greet. Suggestions: syllabus, contact info, program highlights
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| 20 | **Input on the Expectations Assemblies**Held Aug 22 for 9th and 10-12th grades- no advisory, assembly scheduleAction Item: seek dept. input on what should be covered.  |
| 5 | **Chromebooks - for counselors and Mr. Owen Brown ONLY:** Students who need CBs for eCad work (no technology at home) can get them if they talk to Mr. Brown or a counselor. |
|  | Questions, next steps |