



## Planning for Your Success Team

# Freshman Academy Team Calendar Planning Considerations

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This tool illustrates an alternative team structure wherein a Freshman Academy is created within a school to execute the exclusive duties of a freshman success program.

## Freshman Academy Team Calendar Planning Considerations

### Regular team meeting time

### Possible data sources (including availability and time for team analysis)

- Freshman Success reports
- Attendance
- Grades
- Internal data sources, like Google Docs
- Interim assessment data
- Social-emotional data
- Student work

### Meeting topics

- Structure and support
  - Roles and responsibilities of the team and team members
  - Setting agreements for team meeting time
  - Supports needed from administration to do the work
- Interventions
  - On-Track/off-track students
  - Social-emotional
  - Attendance incentives/initiatives
- Problem-solving issues, such as interventions
- Student focus groups to inform the team's practice

- Parent communication/involvement
  - Parent conferences
  - Progress reports
  - Open Houses
  - Shadow days
- Student “town hall” meetings
  - Informing students of progress toward goals
  - Attendance, academic, and community-building celebrations