
Introducing...

NHS Office Hours

Tuesday, Aug 27th, 2019



BE RESPONSIBLE. BE KIND. BE WELL.

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What is the PURPOSE of Office Hours?

- ★ A **consistent time** for academic and social emotional support with flexible options to serve ALL students
- ★ Build **college and career ready** time management, study skills, and habits - think time for individual and group **studying!**
- ★ Systemic adjustment to help you **be responsible,** **be kind,** and **be well**

More on the WHY:

Only **16%** of NHS students report using after school supports

21% of NHS students want more wellness options - but we needed a time/place to offer them

-2019 Youth Truth Survey



When are OFFICE Hours?

- ★ Every Tuesday 9:30am - 10:10am (after the 1st period block)
- ★ Every Wednesday 9:30am-10:10am (after 2nd period block)

But what if I don't have a 1st?

- ★ Arrive by 9:30am to take advantage of this support - teachers may NOT offer other times to help or make up
- ★ 9th graders and at-risk students will be required & accountable to provide their OH attendance logs

Name _____ Assigning Teacher _____ Due Date _____

Directions: Use the log below to plan and monitor your use of office hours. If necessary, refer to guide on the other side of this page to help you make good choices.

Step 1 - **LOG** (Record) Record what you did, when you did it, when you completed it and how well you did it (your grade). If you need a break, if you want a break, write your signature at the end of your log.

Step 2 - **REFLECT** (Review) Reflect on your use of office hours using the provided reflection form. This form will get posted to your signature before you turn it in. When you turn it in, it will help you see your progress.

NHS Office Hours Log

SH = Support Activities Academic Support, ISG = Peer Study Group, SH = Study Hall
 CX = Counselor App, AL = Admin App, WELL = Wellness Activity or any in your activity

Date	OH Type	Location	Work Accomplished	Signature	S-S Rating
Tue					
Wed					
Thu					
Fri					

Reflection: Do you think you used Office Hours time wisely? Rate yourself by choosing a confidence level and providing outcomes in one column to support your rating.

S-C's	Areas of Distinction	Problems	Needs Revision
Conscientious Learner	I excelled in a conscientious learner by consistently giving 100% of the following: time management, organization, self-advocacy/initiative, goal setting to...	I consistently struggled in a conscientious learner by showing a lack of the following: time management, organization, self-advocacy/initiative, goal setting to...	I struggled to use office hours as a conscientious learner in the following ways: because...

How might you use Office Hours in the next two weeks to support your academic and social-emotional needs?

Parent Signature (if necessary) _____



Students will keep OH logs if

- ★ You are in 9th grade*
- ★ You have a support plan
- ★ Your teacher, parent, coach, counselor, or administrator requires it
- ★ YOU want to... :)

Office hours logs provide you an opportunity to self monitor and reflect

Specific things to do during OFFICE HOURS



Get academic support by. . .



- ★ Signing up and/or **working with specific teachers** to
 - Get additional **help** on class assignments, homework, or projects
 - **make up** tests or labs you may have missed due to absences
 - get clarity on class content and your work or receive more **specific feedback** on your grades and progress
- ★ visiting the **library** to work on specific assignments or do research.
- ★ finish **homework** on your own or with a study buddy that is due later that school day.

Meet and get business done by. . .



- ★ signing up to visit your **counselor**.
- ★ checking in with the **athletic director** or **administrators** to get paperwork signed or get new information.
- ★ **visiting the college and career coordinator** in the library to turn in community service forms or inquire about college visits.
- ★ going to the gym and making up missed PE classes.



Reduce stress and anxiety OR increase joy by...

- going to the Cafe' to get something to **eat for breakfast or brunch**
- meeting with **club** sponsors to plan future events or school activities.
- **reading a book** outside under the sun.
- **walking and talking with a friend** who seems isolated or wants to talk through a challenge
- **Visiting the new EAST Annex** in the east wing to get some tea, pick up resources or attend occasional mini sessions on mindfulness topics
- joining onsite **speaker series** coordinated by teachers and staff

*What do you
think?*

How will
Office Hours
help you. . .



BE RESPONSIBLE
KIND
WELL



Other FAQs

Can I leave campus?

No. If you have nothing to work on, you can sit in the quad, library, cafe, grass and talk or read a book; but you shouldn't leave campus or sit in your car. We will monitor the parking lot and exits.

What if I do anyway?

Possible consequences: contact parents, support plan, Saturday Academy, SRO citation, failing grades, etc.

Can I attend more than 1 session?

It depends. Some teachers will set norms - if you enter, you must stay the whole time. Some may allow movement. Be responsible

What if my teacher is not available?

Some teachers may restrict entry to focus on students who need the most help or to focus on reteaching certain topics. Please understand and respect these capacity issues and seek other ways to get support

Lets talk LOGS

Name _____ Assigning Teacher _____ Due Date _____

Directions: Use the log below to plan and monitor your use of office hours. If necessary, refer to guide on the other side of this page to help you make good choices.

Step 1 - LOG: Explain below what you did, where you did it, what was accomplished and how well you did it. Use the "L" - any evaluation by 1 - 5 scale (1=poor, 5=excellent). If you aren't a member, please sign the name of the person you did it with.

Step 2 - REFLECT: Write your due date, reflect on your use of office hours using the prompts and rubric below. If you need, get prompt or rubric signature before you turn in. Remember, this is a tool to help you use your time wisely.

NHS Office Hours Log					
LH = Lecturer, Ac.Sa = Academic Support, PG = Peer Study Group, SA = Study Aid, CA = Counselor Asst, Ad. = Admin Asst, WCLL = Wellness Activity, or any in your activity					
Date	OH Type	Location	Work Accomplished	Signature	L5 Rating
Tue					
Wed					
Thu					
Fri					