

Hornet Time Structure

Kid by Kid Skill by Skill

Monday:

- During PLC, teachers meet with team to determine Open/Closed, topics and students for closed groups.
- Teachers fill out their plan for [Hornet Time](#) that week with Open/Closed and list topic and students in appropriate column.
- Teachers send calendar invites to the students for closed Hornet Time Groups day by day.
- Announcements at 8:35

Tuesday:

- Announcements at 9:20
- After announcements, students use computer to check family access for grades and access calendar invites from staff. If student requested by multiple staff on the same day, student and 2nd period teacher collaborate to find priority for the day and then accept and deny appropriate invites. Students should accept/deny all calendar invites.
- Student accesses the Open/Closed Hornet Time Document and makes a plan for the week.
- Students fill out Google Sheet (Teacher Tracker) with their plan for the week so the second period teacher knows where they are going for Hornet Time.
- Second Period Teachers get a weekly report of their kids in their second period class which has their students listed and their grades to use to support student planning.
- Students create appointments for each day to remind them where they are going and if they are open, have option 1, option 2, option 3

Wednesday/Thursday/Friday: Intervention Day

- No Bells until 9:55
- Announcements at 9:20
- Requested students with calendar invites released on intercom first
- The rest of the students released on intercom after requested students are in their location
- Teachers use their Emergency Binder (Green/Red) to display in window
 - Red if teacher has closed session or reaches limit during an open session
 - Green if teacher has open session and kids can come in
- Students may access any open session that has room and as long as that teacher teaches a course they have. Ex: Freshman cannot go to a Junior or Senior English Teacher

- Students go to open rooms or the library for study hall
 - Library is a quiet study hall
- One stop for students
- Admin helping get students to location
- Teachers notify admin with ODR if student does not show when requested
- Lynn will have SAT support group and will send invites each month to students scheduled to take SAT

Club Friday:

- We know the benefit of students being involved in a club/sport/activity and we encourage our students to get involved so we need to provide time during the school day.
- Club Advisers send out calendar appointments if they are meeting on Club Friday
- Club Friday will be every other Friday.
 - October 6
 - October 20
 - November 3
 - November 17
 - December 1
 - December 15
 - January 12
 - February 2
 - February 23
 - March 9
 - March 23
 - April 20
 - May 4
 - May 18
 - June 1

Helpful videos to support Hornet Time Processes:

Accepting an Invite: <https://www.youtube.com/watch?v=2MTiqlox7pE&authuser=0>

Creating an Invite: <https://www.youtube.com/watch?v=xab1NTO9PsE&authuser=0>

Google Slides Presentation:

https://docs.google.com/a/whiteriver.wednet.edu/presentation/d/1CVuCzxnbxdl6uXbNM_rRgKSxuoQrgSreu-jSPyfWR9Q/edit?usp=sharing