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ENRICHMENT GOALS & PURPOSE

In collaboration with community partners, parents, teachers, and students, BNS staff will provide high-quality, diverse enrichment programming that focuses on building our students' 21st-century skills. The enrichment program will be sustained by teacher and staff support, community partnerships, and fundraising efforts, including donations and grant funding.

Our enrichment program will engage students with hands-on opportunities that allow them to explore their curiosity, discover their passions and interests, and encourage career exploration. This is all in an effort to close the opportunity gap our students face.

Students are graded based on their demonstrated curiosity, further developing this cornerstone character trait of BNS students.

ENRICHMENTS AND THE HOLLAND RIASEC CODE

The Enrichment Program at Beacon Network Schools is designed to further students' exploration of their future education and career goals. Each enrichment class is tied to a Holland RIASEC Code, allowing students to see the RIASEC Code in the quarterly catalog. Students will take a personal interest inventory at the start of the year and identify their RIASEC code. Students are encouraged to explore areas of interest identified in their My ICAP Survey results and sign up for enrichment classes that align with these interests.

Connecting enrichments students' personality is beneficial for several reasons:

- **Self-awareness:** By exploring and engaging in enrichments that align with theory interests and values, students can gain a better understanding of themselves and what brings them joy. This self-awareness can lead to a greater sense of fulfillment and purpose in life.
- Stress relief: Enrichments provide an outlet for relaxation and stress relief.
 Engaging in activities that they enjoy can help reduce anxiety, improve mood, and promote overall well-being.
- **Personal growth:** Pursuing enrichment opportunities that resonate with their personality can help students develop new skills, expand their knowledge, and challenge themselves in new ways. This can lead to personal growth and a sense of accomplishment.

- **Social connections:** Sharing enrichments with others who have similar interests can help students build relationships and connect with like-minded individuals. This can foster a sense of community and belonging.
- **Creativity and self-expression:** Enrichments allow students to express themself creatively and explore different aspects of their personality. Whether it's through painting, writing, cooking, or playing music, engaging in enrichment can help them tap into your creative side and enhance your sense of identity.

We value the growth and learning that students gain through our enrichment program and the benefits connecting to their personality can have a positive impact on students' mental, emotional, and social well-being. It can help them cultivate a sense of self, reduce stress, foster personal growth, build relationships, and enhance ideals for their future.

RIASEC Code Definitions

Realistic - People who have athletic or mechanical ability; prefer to work with objects, machines, tools, plants or animals; and prefer to be outdoors.

Investigative - People who like to observe, learn, investigate, analyze, evaluate and/or solve problems. These people enjoy reading, researching and finding out how things work.

Artistic - People who have artistic, creative or innovative talents. They have good intuitive abilities and prefer to work in unstructured situations. They enjoy using their imagination.

Social - People who like to work with people: informing, helping, training, developing and perhaps helping them with their personal problems. These people may be skilled communicators.

Enterprising - People who like to work with people, influencing, persuading, performing, selling or leading people for organizational reasons or for economical gain.

Conventional - People who like to work with data; have clerical, mathematical, or numerical abilities; are detail-oriented; and are willing to follow through with other people's instructions when needed.

ENRICHMENTS SCHEDULE and HOLIDAYS

Grant Beacon & Kepner Beacon Tuesday, Wednesday, Thursday GRANT - P6: 3:38 - 4:23 KEPNER - P7: 3:40 - 4:30

August 26 - October 16 - Q1 Enrichments (24 classes)

- Tue. August 19 Enrichment Signup Q1* (Student will need to use phone to fill out form)
- Tue. August 26 First Day Q1 Enrichments
- Thurs. October 16- Last Day Q2 Enrichments

October 21 - December 18 - Q2 Enrichments (24 classes)

- Mon. October 13 Enrichment Signup Q2*
- Tue. October 21 First Day Q2 Enrichments
- November 25-29 Thanksgiving Break No School
- Thu. December 18 Last Day Q2 Enrichments

January 13 - March 12 - Q3 Enrichments (27 Classes)

- Tue. January 6 Enrichment Signup Q3*
- Tue. January 13 First Day Q3 Enrichments
- Thu. March 12 Last Day Q3 Enrichments

March 17 - May 21 - Q4 Enrichment (27 Classes)

- Mon. March 9 Enrichment Signup Q4*
- **Tue. March 17** First Day Q4 Enrichments
- March 30- April 3 Spring Break No School
- Thu. May 21 Last Day Q4 Enrichments

Enrichment Dates: One-pager

| Enrichments | | Total T - R |
|-------------|-----------------|-----------------------|
| Q1 | Aug 26 - Oct 16 | 24 |

| Q2 | Oct 21 - Dec 18 | 24 |
|----|-------------------|----|
| Q3 | Jan 13 - March 12 | 27 |
| Q4 | March 17 - May 21 | 27 |

Scheduling Dates:

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Additional Information |
|--------------------|---------------------|----------------------|----------------------|---|
| August 19th | October 6th | January 6th | March 9th | Students select top 2 choices for each quarter |
| August 20th & 21st | October 14th & 15th | January 7th & 8th | March 10th & 11th | Schedule Students - pull school rosters, input sports rosters and MI/AN requests |
| August 22nd | October 17th | January 9th | March 13th | Schedules are printed and students receive information through advisory class on Monday |

Schedule Change Request:

Each school will try to place students in one of their top 2 schedule choices. Students must remain in their assigned enrichment course for the first week. After the first week, the student can request an enrichment change by emailing the enrichment lead at the school. The enrichment lead will work with the scheduler and students must remain in the assigned enrichment until their request is approved.

ENRICHMENT ROLES AND RESPONSIBILITIES

Enrichments will be thrice weekly every quarter, 4 enrichment quarters per year.

• **Elective teachers** will individually teach 4 enrichments per year unless they are teaching 5 content classes at Kepner, or 4 content classes at Grant.

- **Core teachers and Special Education teachers** will support 4 enrichments per year, three days a week, through one of the following:
 - o Be paired with and **Support a Community Provider** taught enrichment
 - o Individually Teach an Enrichment
 - o Coach a District Sport
- **Teaching Residents** will individually teach 1 enrichment class per year, the payment for this enrichment class is to be included in the annual Beacon Stipend paid to Beacon teaching residents. Teaching Residents will be eligible to receive the stipend, if all of the criteria below is met, for any additional enrichment classes taught.
- Paraprofessionals, Deans and Mental Health Professionals have the option to lead an enrichment class. Paraprofessionals, Deans and the Mental Health team who wish to teach an enrichment class must be approved by their team leader to teach a class in addition to their regular duties and must be referred by their team leader as having the ability to lesson plan and execute classroom management.
- **Administration** will be available for roaming and to complete evaluations on enrichment classes.
 - Admin will be responsible for Quarterly planning and student scheduling. <u>See</u> procedures.
 - Admin will be responsible for contracting with community providers. <u>See procedures.</u>
- Enrichment Schedules:
 - o GBMS Enrichment Schedule
 - o KBMS Enrichment Schedule
- Enrichment leads review and set up office procedures.
 - o Office Team Responsibilities:
- *****Core & Special Education teachers, Teaching Residents and Paraprofessionals are eligible to be paid a stipend amount of the agreed upon hourly rate per enrichment class for individually teaching an enrichment and successfully meeting all of the below criteria. Space for teaching individual enrichments may be limited. Once approved by the enrichment coordinator and school leader, the teacher will submit the hours for enrichments on the BNS extra pay form. Staff will not be compensated if it's not pre-approved or meeting all above criteria. Staff will submit their enrichment pay requests on the BNS Extra Pay Form. The Extra Pay Form must be completed within one week of the end of each quarter taught in order to receive the stipend.

Staff Led Enrichment Stipend

Our goal is to provide high-quality enrichments for our students. To value and reward our staff's expertise, we have increased the compensation rate to \$50.00 per session, based on the guidelines outlined above. This rate applies specifically to the delivery of high-quality enrichments where you teach your passion. Please note, this rate does not apply to coaching, unless it's outside of the sports season. However, remember that the number of enrichment slots

will be limited each quarter, and we aim to maintain an average of 20 students per enrichment. We are committed to supporting our staff throughout this process. If you teach an enrichment, you must submit the request on the extra pay form and payments will be made two weeks after the end of the quarter.

| Quarter | Maximum # of Classes | Amount |
|-----------|-------------------------|--------|
| Quarter 1 | 24 | \$1200 |
| Quarter 2 | 24 | \$1200 |
| Quarter 3 | 27 | \$1350 |
| Quarter 4 | 27 | \$1350 |

Coverage:

Pay is not provided for covering an enrichment class or doubling up classes, as it falls within the 40-hour work week. If you're teaching an enrichment, you're responsible for finding coverage or working with the enrichment lead to arrange it. Ensure your lesson plans state that the guest teacher must support the enrichment, and provide them with detailed steps. The only exception is when both the provider and the teacher are absent, leaving no one to support the enrichment. In this case, the staff member will be compensated the class coverage rate for teaching the enrichment. Please note that if a staff member is absent the enrichment hourly rate will be deducted from the end from the quarter paycheck to offset the pay for the teacher that covered the class. The enrichment lead will notify the main office when a teacher is out and the teacher that is covering will submit the coverage on the BNS Extra Pay Form.

Enrichment Coordinator

The Enrichment Coordinator plays a crucial role in managing and improving the enrichment programs at both schools. This involves a variety of tasks aimed at ensuring the smooth operation and ongoing enhancement of the program. The Coordinator oversees the planning, execution, and evaluation of each enrichment course, ensuring they align with the students' interests and future career goals. Additionally, the Coordinator collaborates with teachers, community providers, and administration, helping to create an engaging, diverse, and effective

enrichment curriculum. This role is pivotal in creating a rich learning environment that engages students' curiosity and aids in their holistic development.

Key responsibilities include:

- Liaising with community providers: The coordinator establishes and maintains contact
 with community providers, ensuring all necessary paperwork and documentation is
 properly managed.
- Staff management: This involves overseeing the recruitment process, conducting background checks, and ensuring a well-structured team.
- Scheduling and planning: The coordinator is responsible for creating initial schedules, reviewing the scope of work, and making necessary adjustments.
- Promotion: Regular updates and promotional posts on social media help to raise awareness and engagement with the program.
- Program enhancement: This is achieved through the implementation of badging and regular updates to the catalog.
- Review and feedback: The coordinator works with the NLT and advisory boards to review survey results and gather feedback.
- Fundraising: They play a supportive role in school fundraising initiatives.
- Collaboration: A significant part of the role involves working closely with teachers, students, and community providers to ensure the program aligns with students' needs and interests.
- Assessment and reporting: Regular assessment of the program's effectiveness is essential, with the coordinator responsible for making necessary improvements and reporting on progress to school leadership.

Enrichment Lead:

The Enrichment Lead holds the responsibility for all tasks at the school level. They serve as the primary point of contact for each school, overseeing the day-to-day scheduling and ensuring that the office teams keep the rosters updated.

Their role involves promoting the programming within the school and collaborating with the school to ensure students are aware of where to go for enrichments. They are in charge of overseeing classes and conducting regular walkthroughs.

The tasks include:

- Organizing office structure, which includes passes and rosters
- Implementing office procedures
- Supporting fundraising activities
- Conducting provider and staff orientation and providing ongoing training, if necessary

- Arranging substitute coverage and covering enrichments
- Verifying sign-ins and submitting days missed by teachers and providers to EP
- Ensuring attendance, and grades are submitted
- Providing updates to the admin team and executive principal
- Updating the admin team with concerns and progress
- Taking pictures and promoting enrichment activities
- Conducting student and provider surveys for improvement
- Ensuring community providers and teachers are following guidelines in the enrichment handbook
- Collaborate with admin team in planning and execution of Enrichment Showcase
- Collaborating with the Athletic Director
- Coordinate with Career Spark in providing student opportunities
- Ordering necessary supplies
- Greeting providers and conducting frequent walkthroughs
- Scheduling field trips and activity buses
- Working with admin or office team in schedule changes
- Maintaining ongoing communication regarding holidays, enrichment class cancellations, and school issues
- Determining when fields or gyms are available for classes and events
- Reviewing quarterly enrichment to confirm room location and number of students.

Compensation:

Number of enrichments and agreed upon rate times the 1.4 to support the planning and additional work required for the programming.

102 Sessions X \$50/hour X 1.4 (estimate)

= \$7140.00

School Leadership

The tasks include:

- Set up initial master scheduling for each quarter/semester.
- Identify students in need of additional support for behavior and academics, and establish programming.
- Create a FOCUS area for students in need to avoid impact on other students.
- Conduct hall sweeps to gather tardy students and corral them in the cafeteria.
- Provide weekly communications photos with a story.
- Supervise the planning and execution of the Enrichment Showcase.
- Work with Deans of Culture to connect ICAP, advisory, and enrichment programming.

- Be available to community providers to address supports for enrichments.
- Conduct ongoing walkthroughs with enrichment lead to ensure high-quality programming.
- Gather teacher course descriptions & outlines.
- Create a course catalog and post it on the website.
- One administrator will be available for roaming and to complete evaluations using the BNS Enrichments Walk Through Evaluations document.
- Administration team will walk through and provide quick feedback through Whetstone to core teachers and BNS staff to support the Professionalism Standards.
- Administration team will provide verbal feedback to Community Providers and Support Teachers.

Individual Teachers Criteria

- Create an enrichment curriculum under 1 of the 5 following competencies. This allows us
 to track the various enrichments and also place students based on their interest. <u>Class</u>
 Examples by Categories
 - Academics
 - Arts and Culture
 - Athletics & Health
 - Leadership
 - o STEM
- Provide a title, description and image for the student catalog to the Enrichment Coordinator using the <u>Catalog Submission Form</u>. Deadlines for submissions will be emailed to you.
- Create a detailed lesson plan, due to the Enrichment Coordinator one week before the start of semester.
 - Lesson plans must be detailed with all necessary information for an effective lesson. Lesson Plan Template
 - Lesson plans must meet all the criteria listed on the <u>Enrichment</u> Evaluation Rubric.
 - CDE Graduation Requirements
 - ICAP Fact SheetSample Plan
- Classes may have up to 25 students. Speak to the Enrichment Coordinator if a limit is required for the quality of the class.
- Collect and enter accurate attendance into IC.
- Use LiveSchool to award points.
- Have 2 lesson plans ready for substitute teachers to use. Include enrichment classes in requests for substitutes for known absences.

- Assign a curiosity grade to each student at the end of the quarter and enter grades into IC. <u>Student Grading Rubric</u>
- At least one written evaluation of class content will be completed by the Enrichment Coordinator or administrator using the <u>Enrichment Evaluation Rubric</u>.

Coaching DPS Prep League Athletics:

GBMS & KBMS teachers coaching a district sport during the enrichment hour will receive their district coaching stipend and not be paid a BNS enrichment stipend. If an individual uses the enrichment time to coach, and students are assigned to them for the quarter, then the athletes will stay with the coach for the entire quarter. When schedules overlap, and the coach is continuing lessons, then BNS will compensate for the time after the final game until the quarter ends. Lesson plans and facilitated activities are required for continuing lessons.

Sports practices will be held during Enrichment time and afterschool on Fridays. Sports will not have practice during PL and SEL time, or during special school-wide events. Below is a sample practice schedule for all sports.

Tuesday, Wednesday, Thursday: 3:30 - 4:20

Friday: 1:45 - 3:00

All games will be played according to the DPS schedule and students and coaches will be excused from PL and SEL if a game is scheduled during that time. In the event that class coverage is needed, please inform the office staff. As for the 2024-2025 school year the middle school sports are listed below.

Early Fall

- XC
- Baseball
- Girls Soccer

Fall

- Girls Flag Football]
- Boys Flag Football

Winter

- Girls Volleyball
- Boys Volleyball

Early Spring

- Girls Basketball
- Boys Basketball

Spring

- Softball
- Boys Soccer

Support Teachers for Community Providers Criteria:

- Collaborate with community provider to create the <u>Classroom Expectation Syllabus</u>
- Ensure and assist the provider with going over classroom expectations and procedures with students during first class.
- Classes may have up to 20 students.
- Collect and enter accurate attendance will be assigned as a teacher to the section in IC.
- Design and build a seating chart and hold students accountable for their behavior.
- Assist with students and providers in learning names. Print out a blank attendance sheet so they can study names outside of class.
- Providers will be expected to send substitutes for known absences. In case of emergencies, support teachers will cover teaching the lesson for the assigned provider if needed the provider will supply 2 backup lesson plans connected to the class to use if needed. Inform the Enrichment Lead if a provider unexpectedly fails to attend.
- Reinforce classroom expectations with students and support the provider in holding up expectations on the classroom syllabus.
- Take the lead on any emergency procedures e.g. fire evacuation, lockout, lockdown, etc.
- Oversee use of technology to ensure it's being used and stored properly.
- Ensure classroom space is respected and properly reset at the end of class.
- Use LiveSchool to award points.
- Collaborate with community provider to assign curiosity grade to each student at the end of the quarter and enter grades into IC. <u>Student Grading Rubric</u>
- If a support teacher is absent and has a district substitute covering, the sub and the community provider will be responsible for the class. Will need a sub attendance roster to be entered by office staff. Please inform the enrichment lead of known absences.
- Contact information will be shared between provider and teacher so absences or emergencies can be communicated directly.
- Complete one written evaluation of the provider's class content using the <u>Evaluation Rubric</u>. Submit to Enrichment Coordinator. Evaluations should be completed midway through the quarter to allow time for observation and to implement suggested improvements.

ENRICHMENT GRADING POLICY

Individual teachers will assign and support teachers will collaborate with community providers to assign a curiosity grade to each student at the end of the quarter and will enter grades into Infinite Campus (IC) for Curiosity in the Characteristics of Successful Learners. They will also submit the corresponding character points inLiveSchool.

- 40 points
- 30 points
- 20 points
- 10 points

See the <u>Student Grading Rubric</u>. Students will receive corresponding LivesSchool points for their enrichment grades impacting their overall CPA. Students may also choose to spend those LiveSchool points on items in the school store. Individual and support teachers will be listed as the Primary Teacher in Infinite Campus making their enrichment roster accessible in LiveSchool and will be responsible for assigning these points. SPS surveys are pulled in October and February. Administration will notify the SPS office not to pull enrichment courses for SPS. Enrichment course codes: (09308, 09309, 09310, 09311, 09312)

EVALUATION EXPECTATIONS

Enrichment walk-throughs will be done and an evaluation form completed by enrichment leads and administrators. The coordinator will also observe the classroom with the leads and admin. Evaluations will also be completed on providers by support teachers. Evaluations will be provided to the teacher or provider for constructive feedback.

ENRICHMENT BEHAVIOR EXPECTATIONS AND INTERVENTIONS

- Students are expected to be respectful of the norms and expectations that the teacher and/or provider sets up in the classroom. Students are expected to stay in the room until they are excused by the teacher and the room has met cleanliness expectations.
- Students may only leave the classroom one at a time and with permission and a hall pass from the teacher or provider.

- Students that are interfering with the learning of others will be sent to designated FOCUS area. The teacher can escort student or call the front office for immediate assistance.
- Teachers should follow the Classroom Behaviors Hierarchy. If students are unable to comply with expectations after these interventions, they may be placed in an intervention study hall for the remainder of the quarter.
- Please remember that any conversations regarding behavior and/or discipline should occur in a private setting. If you send a student to the student center or contact parents/family, all documentation must be recorded in Infinite Campus under the conference atom.

Enrichment Classroom Behavior Hierarchy:

- Step 1: The teacher assigned to support the enrichment follows the 3 Rs protocol for least invasive interventions to get the students back on track and engaged.
 - Reminders
 - o Refocus
 - o Repair
- If a student reaches the student center for a repair then they are assigned intervention and must have a restorative conversation with the teacher or the provider.

ENRICHMENT EXCURSION AND ACTIVITY BUS PROCEDURES

-UNDER CONSTRUCTION-

- Field Trip Procedures for Support Teachers with Community Providers
- See also further detailed Field Trip Procedures
- The Beacon Network Activity Bus is available for all teachers and staff. The bus holds a total of 15 people including the driver. For safety reasons assigned drivers may request an additional chaperone and limit student capacity to a maximum of 13. The Activity Bus requires a district trained driver. **Activity Bus Trainings** are available. Please connect with your supervisor or enrichment lead about receiving the training if you wish to be an approved bus driver.
- To request use of the bus for an Enrichment Excursion, contact the enrichment lead. Provide dates, times and location of the excursion. The enrichment coordinator will

support assigning an approved driver to the excursion and adding the event to the BNS School Calendar. It is the responsibility of the individual teacher, community provider or co-teachers to ensure all proper release forms have been completed prior to the excursion.

- Current list of drivers can be found on the Enrichment Schedule
- For more information please review the <u>BNS Activity Bus Procedures</u>.

STUDENT SCHEDULING PROCESS

The Enrichment Selection Process Includes the Following

Step 1: Enrichment Catalog- Each quarter the enrichment coordinator creates a comprehensive student catalog for each school as a resource for students to learn about their choices for each quarter. Students review their respective online interactive catalog allowing them to make informed choices.

Step 2: Online Choice Form: Students will complete the Online Choice Form to indicate their top enrichment choices. Example of the Online Choice Form

• Students will be provided their 3 top choices and based on the criteria pre-deteremined for each school, students will select their enrichments.

Enrichment Course offering

Enrichment courses are diversified programs beyond the traditional curriculum, aimed at stimulating student curiosity, fostering passion, and encouraging career exploration. These courses can cover various fields from arts to sciences and sports. Each student's curiosity is evaluated throughout the course.

09308 Enrichment: Academics
09309 Enrichments: Sports
09310 Enrichments: Leadership
09311 Enrichment: Arts and Culture

• 09312 Enrichment STEM

Sections are created for each course that most closely aligns with the course theme. The first digit represents the quarter and the following digits represent the number. For example, a quarter one enrichment class should be named:

- Course 9312 Enrichment: STEAM
 - o Section Number (101) Name of enrichment

Students review the course section and then select their enrichment. If they don't sign up they will be placed based on ICAP or remaining enrichments available. The course catalog is a semester-long course catalog and can be found on Moodle. Staff and community providers will provide any specific criteria (number of students, gender, etc...). Students will go to Moodle and BNS website to sign up. The courses will be open in August and in November.

Steps for Community Providers to Support Our Enrichment Program

- 1. **Review the Enrichment Handbook:** Understand the goals and expectations of our enrichment program.
- 2. **Submit a Proposal:** Present a proposal for the enrichment activity you wish to provide. This should include details such as the nature of the activity, resources required, and how it aligns with our enrichment objectives.
- 3. **Attend a Meeting with Our Team:** If the proposal is accepted, you will be invited for a meeting with our team to discuss the details and understand your role and responsibilities.
- 4. **Sign a Contract:** If all the details are agreed upon, you will be asked to sign a contract formalizing your commitment to providing the enrichment activity.
- 5. **Plan and Implement the Activity:** Work with our team to plan and implement the activity. This includes scheduling, resource allocation, and coordinating with other stakeholders.
- 6. **Provide Regular Updates:** Keep our team updated on the progress of the activity and any issues that arise.
- 7. **Participate in a Review Meeting:** At the end of the program, participate in a review meeting to discuss the outcomes and any potential improvements for future iterations.
- 8. Community Provider Procedures
- 9. BNS Community Provider Enrichment Invoicing Procedures

Scheduling

Students review the selections and then will select their enrichment. They will also default to their ICAP score if they do not make a selection. The course catalog is a semester-long course catalog and can be found on Moodle and posted on the website. Staff and community providers

provide the details for the course catalog by updating the course catalog form. The enrichment leads will update the catalog and ensure it aligns with the enrichment schedule.

All staff members and enrichments need to complete the Enrichment <u>Catalog Form</u> so we can create the catalog.

Enrichment Courses are listed in infinite campus and each enrichment will be assigned a specific section number (e.g 09208-101)

- o oggo8 Enrichments: Academics
- o 09309 Enrichments: Athletics & Health
- o o9310 Enrichments: Leadership
- o ogg11 Enrichment: Arts and Culture
- o 09312 Enrichments STEM

Sections: Each enrichment is assigned a section with the first digit representing the quarter and the next two digits representing the enrichment. All courses are pre-created with 10 sections that align to the Course Catalog.

- Digit 1 Quarter
- Digit 2 & 3 Section