

Claim Time at PGHS

The mission of Pleasant Grove High School is to ensure postsecondary success for all students.



Claim Time Purpose: To ensure excellence in all courses for all students, targeted interventions and enrichment opportunities are provided daily

Schedule- 30 minutes every day from 9:38-10:08am; ALL students and staff are expected to engage in LEARNING activities during Claim Time

Management System- We use a program called RTI Scheduler to manage student assignments during Claim Time. Students and teachers will sign in using Google

Types of Sessions:

- **Intervention** - skill specific and chosen often students are chosen by the teacher
- **Enrichment-** opportunity for students to continue working on a project with a teacher (band, art, robotics, etc.)
- **Extension-** stretching a student beyond essential grade-level curriculum or levels of proficiency
- **UIL -Academic only** UIL groups can meet to prepare for upcoming UIL Academic meets
- **Clubs** - clubs can schedule time once a month to meet as a group during this time- with admin approval
- **Academic Support** -quiet room for students to finish work or silently read

Sessions can also be either open or closed. Open sessions are visible to the students. Closed sessions are invite only. Teachers can assign students to closed sessions, but a student could not see a closed session to pick to attend.

Students can be locked into or out of certain sessions. If a student is failing a course, elective classes will not be visible to the student until they are no longer in danger of failing.

Week BEFORE Schedule

- Monday- Wednesday
 - Teachers are creating sessions and assigning students to those sessions
- Thursday & Friday
 - Sessions are open for students to choose for the next week

Week OF Schedule

- All students should be enrolled in sessions either by teacher, student choice or defaulted into their homeroom
- Enrollment for sessions closes at 8am each day. No student assignment can be changed after 8am the morning of the session.
 - Homeroom assignments are chosen at the beginning of the year but can be changed
- Students will receive an email by 8:15am from RTI Scheduler to remind them to view their daily session
- Students will attend their session from 9:38-10:08 each day
- Students must attend their assigned sessions. No emails or phone calls will be accepted to allow students to attend other sessions
- Attendance will be taken

Teacher Expectations for Claim Time

Claim Time Norms:

- Create sessions by Wednesday for the following week, as best you can! Sessions open for students every Thursday and close at the end of school on Friday
- Claim students as early as possible
 - Students will be notified of their session at 8am the morning of
 - If a student is not claimed, they will be placed in their homeroom
- Take attendance daily at the beginning of class
 - Please have a system that ensures that the correct students are in your classroom
 - Check for students who “hide out” in your class while you check attendance
- Homeroom Sizes
 - Core/EOC subjects- 5-10 students
 - Electives- 15+
- Have courteous communication
 - If a student has been chosen for a session, please leave them. If a student has been chosen for a session but a teacher needs them for a priority standard teach/reteach, please communicate your wish to move them before moving them.
- Clubs can meet once a month with admin approval. If a teacher needs a student for academic help, teacher gets priority over club

While in Claim Time

- No phones
- Academic Support - help students check their Skyward/Google Classroom & complete assignments
- Make the time useful. Some students just need a brain break but that doesn't mean they are on their phones, visiting with friends, etc.

Naming Sessions:

- Be as specific as possible when naming sessions
 - Avoid names like “9th grade algebra help”
 - Use names like
 - Two-Step Equations review- HB1416
 - Balancing Chemical Equations retest
 - English 1 CFA 1 reteach/retest
 - Flute Section support with Fight Song
 - Algebra 1 Support for Unit 2 test
- If you're pulling for a priority standard, please use PS for priority standard and the standard number (PS A1.5A or PS E1.9D) along with an explanation- solving equations
- If you need this students and don't want them claimed elsewhere, please start the name with an asterisk (*)

Instructions for Creating Sessions

- Creating a schedule
 - Click the blue Create My Session button on the date you would like to create a session
 - Fill out the Session parameters
 - Session Title
 - Be as specific as possible when naming
 - If pulling for a priority standard, please identify the standard and use PS
 - Name Example: **Algebra 1- Reteach for PS: A1.2A linear equations**
 - Rm #- auto populated
 - Capacity
 - This defaults to 30 but can be changed
 - Session Type- very important to choose for data purposes, parent meetings, etc.
 - Intervention- need to pull to reteach in any capacity
 - Extension- beyond priority standards, above grade-level support, etc.
 - Enrichment- traditional electives (art, theater, CTE, band, PE/athletics, etc.), continuing to work on a project or learning
 - Academic Support- quiet place for students to go to study, read, catch up on work, etc.
 - Clubs, UIL (academic only)- claim based on need knowing it will be secondary to PS sessions
 - Primary Course- restricts who can sign up for this session based on course
 - Details- any additional information you want a student to know about this session
 - Closed- teachers enroll students; open- students can self-enroll
 - Restrictions
 - By grade, students I teach, within a course, with a tag, without low grades!

Frequently Asked Questions

- Will “homeroom” kids be unavailable to others?
 - Every student will be assigned a homeroom teacher. All students will be available to be claimed by anyone starting the Monday the week before. The day before the sessions, any student not claimed will be placed into their homeroom as a default.
- What does a teacher need to do if they know they will be absent for the day?
 - If you know that you will be gone, you can leave your printed roster for the sub to complete.
 - If you don't know that you'll be gone, you or a partner teacher can delete your session for the day.
- If we need the same group of kids every week, can I copy the session and students in the session?
 - Yes! When you want to recreate a session that you've already had, begin my clicking the blue Create a Session button and there will be an option in the top right corner of the popup screen where you can copy from a previous session. It will also give you the option to claim the same list of students.
- Will teachers be able to mass select students way in advance?
 - The system will open for teachers to begin creating sessions and assigning students on the Monday the week before. You can create those sessions and claim those students at that time.
- How will the system restrict students if they are failing a course?- COMING SOON!
 - If a student is failing a course, there will be a red triangle beside their name indicating that their performance in a class is below 70. When creating a session, teachers can choose to restrict students from selecting the session if they are failing a course by selecting the “Without low grades” option. We would like this restriction in place for enrichment, club, & UIL session types!