

Westfield High School administration and staff are excited to continue extending opportunities for all students throughout the academic school day. As we begin the 2017-18 school year, there will be continued emphasis on ensuring students have access to teachers and resources they may need during Period 6, the flex period that is considered part of the WHS academic school day.

New in the 2017-18 school year will be a computer program called Plus Time that will allow students to electronically communicate how they will use each Period 6 session. The goal is for students to have a way to see whether a teacher's flex period will be used for homework help, specific study sessions, or if that teacher is hosting a club meeting. This will allow students to sign-up for the session that best serves their needs and allow teachers to sign-up students for sessions as needs arise. Knowing who is coming for sessions will let teachers better prepare for and help students. Just as with the rest of the school day, students will be able to move from one area to another with passes, but are asked to confirm availability of teachers in advance. The program will also allow students, parents, and teachers to know how students utilize Period 6.

What happens each day of Period 6?

Departments will determine activities offered each week based on student needs. Teachers will be able to select students to their sessions for additional supports or study sessions. Students who are passing their classes, are in good behavioral standing, and have not been requested by teachers will have the opportunity to select their own sessions or select the option of leaving campus early at the end of 5th period. All students are expected to check the Plus Time program to see if they have been assigned to a session or to sign themselves up for a session (including leaving campus).

Types of Opportunities:

- **Teacher Sessions:** Teachers will determine how the flex period time will be used based upon student performance. Sessions may include a wide variety of activities from homework help and exam prep to make-up labs or enrichment opportunities.
- **Testing Center:** Students who need to complete make-up quizzes and exams can sign-up in Plus Time to make up assessments in the Testing Center until 4:30 p.m.
- **Study Tables:** This area is for athletes and other students who do not need to meet with a specific teacher, but still want to study or need a place to stay until the late bell rings at 3:20 to end Period 6.
- **Extracurricular Clubs:** Sponsors will be able to use Period 6 time for club meetings. Students will be able to sign-up for the club meeting using the Plus Time program.
- **Leaving Campus:** Students who have earned the privilege of leaving campus early may choose this option, but need to exit the building following 5th period in order to maintain the academic focus for those who are taking advantage of opportunities within the building.
- **Purposeful Academic Support Session (PASS):** Students who are failing one or more courses will be required to attend Period 6 sessions designated to meet a number of needs from making up missing assignments to working with students who are not completing work and do not appear invested in their academic work. Teacher may opt to sign these students up for

their sessions instead of the student going to PASS for the Period 6 session. Once grades are passing, students will resume their ability to select their own sessions or leaving campus.

Outcomes:

- Parents, teachers, and students can keep track of Period 6 utilization
- Provide structure for academic and extracurricular activities
- Provide accountability for student activity during Period 6

Frequently Asked Questions:

What day will Period 6 begin this year?

- The first Period 6 will be Tuesday, August 22.

How do I sign up to see a teacher?

- Login to Period 6 Plus Time program (<http://rocks.pltime.net>), select the day and the teacher you would like to see.
- Visit <https://www.wws.k12.in.us/domain/421> for how to sign-up video.

What if I don't have my own technology?

- The Learning Center is available throughout the day, students can also ask any staff member for computer access.

How do I know if I am assigned to see a teacher?

- Login to the Period 6 Plus Time program and check. This is the student's responsibility.

What happens if I do not sign up for any session?

- The Period 6 Plus Time program will automatically enroll students into the default option of leaving the building if they have not signed up for a session or had a teacher request.

What if I signed up to see one teacher, but want to see someone else instead?

- Login to Period 6 Plus Time program and change your request. You can do this up until the end of 4th period. Students cannot change teacher requests.

Can I sign up to see a teacher if a different teacher has requested to see me on the same day?

- No. Teacher requests trump student selection.

Can students see more than one teacher during Period 6?

- Students can see more than one teacher during Period 6 as long as they are issued a pass to move through the halls just as if it was a regular class period. With most faculty members teaching multiple courses, it is important to remember that teachers may have a focus to help a specific group of students during that time. Students should make arrangements with a teacher they would like see during Period 6 if they will be coming from another class.

Can students leave when they are done meeting with a teacher?

- No. Students are expected to stay for the full 25 minutes of Period 6. If they complete the work for that class it is recommended they use any additional time on other work they may have.

Where do athletes in good academic standing go?

- Study Tables will continue to be an available option until 3:20 or they can sign up for a session.

Can clubs meet? What if I have multiple club meetings that day?

- Clubs will still be able to meet during Period 6. You will only be able to attend one club meeting per Period 6. If you have a club meeting, you will need to login to the Period 6 Plus Time program and sign-up for that club session under the advisor's name.

Is the Testing Center still open?

- Yes, students can login to Plus Time and sign-up for the Testing Center as a session option.

What do I do if I finish my assessment in the Testing Center before Period 6 ends?

- If you drive you may receive a pass from the Testing Center to leave. If you will be staying after school for activities or to ride the late bus, you will need to receive a pass to another Period 6 location (Study Tables, Learning Center, etc.)

Can we go to the Learning Center during Period 6?

- Yes. You may login to the Period 6 Plus Time program and select the Learning Center as a session option for computer use, academic group work, individual work, and the Idea Farm.

What if I am waiting for an extracurricular activity, but don't need to see a teacher?

- Students can sign-up to go to the Learning Center or Study Tables.

How does attendance work for Period 6?

- At the end of 4th period each Tuesday, Wednesday, and Thursday, the rosters for Period 6 cannot be changed by students. Students are expected to attend the Period 6 session they are signed-up for that day, whether they signed-up themselves, a teacher requires their attendance, or they were entered into the default of leaving campus. Students who do not show up will be marked absent.

What if I skip my period 6 session?

- It will be processed just as if you skipped any other class during the day.

Can I hang out in the auditorium lobby, MPIF lobby, locker room, or hallways?

- No. Students can only be in areas where they are on the attendance roster for supervised sessions.

What if I am scheduled for work and can't stay for Period 6?

- Period 6 is part of the school day so students should not be scheduled to work until after 3:20.