

A green dragon with yellow eyes and a red tongue breathing fire, superimposed on a map of Arizona. The dragon is the central focus, with its body and tail extending across the map. The map is a light green color, and the dragon is a darker green. The text is overlaid on the dragon and map.

Southwest ISD

2010-2011

Home Intervention

Program (HIP)

# **SWISD Home Intervention Program**

Program Goal: In an effort to help our students struggling in the areas of Math and Science from grade 3<sup>rd</sup> through Exit, throughout the district, the Home Intervention Program (HIP) was created. This is the inaugural year of the program. The goal of the program is to provide students an opportunity to get additional practice at home in areas within their subject that have been traditionally challenging for our students.

Program Implementation: Each campus will identify the students who can benefit from this program the most in December 2010. Every campus will then select a group of HIP Managers, led by one HIP Manager Leader. Each HIP Manager will service 15 students & parents on campus. Each manager will be in charge of working with students that the campus has identified as needing this additional help through benchmark and TAKS data. The managers will set up a meeting between the parents, students and themselves to explain the goal of the program, and then distribute materials for the students to work on at home. These materials will be completed in a designated time, then returned to the HIP manager on another designated date. The materials will then be returned to the student's homeroom teachers by the HIP Managers. There will be four meetings by the HIP Managers to distribute a total of 15 modules per subject (5 modules per meeting), this includes one final meeting to turn in materials.

Using the Modules: Once returned, the modules can then be used, (by the homeroom teacher) to conference with the student about what they learned or are still having trouble with. This monitored intervention can give our struggling students a chance to really learn the concept and be successful. Each campus will determine if the modules will count as a grade for the student as per the campus principal.

# “CONGRATULATIONS”

***You have been selected to be your campus HIP Manager Leader!***

What are my EXPECTATIONS as the *HIP Manager Leader* for my campus?

- Outline program goals & timeline for campus managers.
- Meet with parents at least three times.
- Collect & distribute materials for your managers.
- Establish a campus database of students in program.
- Set deadlines for managers, in terms of dates for parent meetings, distribution & collection of modules, & returning modules to the homeroom teachers.
- Act as liaison between District Coordinator & campus.
- Attend district meetings as needed.
- Help troubleshoot any issues that may arise with the program, parent communications, materials, etc.

## **\*HIP MANAGER LEADER PROJECT CALENDAR**

Date	Event	Elaboration
12/7/10	HIP Managers & Leaders Selected	<i>Principals turn in HIP Managers list for the campus and select the HIP Manager Leader.</i>
12/13/10	HIP Manager Leaders Meeting	<i>Meeting will be held at the district boardroom at 4:30. You and your principal will attend to review the goals &amp; expectations of the program. Print will be available for pick-up.</i>
12/13/10-12/17/10	Campus HIP Managers Meeting	<i>You return to campus and outline the goals of the plan with the rest of your HIP Managers. Share the time line with them and take the list of students that have been identified and divide them among all of the managers.</i>
12/13/11-1/4/11	Campuses Send HIP Letter Home to Identified Students	<i>Make copies of the letter to send home to all of the identified students. Parents will be informed that their son/daughter has been identified to be in the HIP program. They will get an explanation of what it is and why it is important for them. Managers can give dates for future meetings. Dr. Verstuift has given the OK for HIP Managers to use January 3<sup>rd</sup> as a day to hold meetings with parents &amp; pass out the first set of materials, see your principal for further details.</i>
1/3/11-1/14/11	HIP Managers Set Up Meeting #1 w/Students & Parents and Distribute Modules 1 & 2	<i>You and your managers will meet with parents &amp; students for the 1<sup>st</sup> time. You will go over the goal of the program, review the materials, and distribute modules 1 &amp; 2. Review the program timeline and set the date for next meeting.</i>
1/17/11-1/21/11	Review & Troubleshoot	<i>Work with your principal to get in contact with parents of students that have not turned in their modules.</i>
1/24/11-1/28/11	HIP Managers Collect Modules 1 & 2 and Distribute Modules 3 & 4	<i>HIP Managers will collect the first two modules from the students. Those are returned to the homeroom teachers. Then handout modules 3 &amp; 4 to the students. Those will then be due in two weeks.</i>
1/31/11-2/4/11	Review & Troubleshoot	<i>Work with your principal to get in contact with parents of students that have not turned in their modules.</i>
2/7/11-2/11/11	HIP Managers Collect Modules 3 & 4 and Distribute Modules 5 & 6	<i>HIP Managers will collect the first two modules from the students. Those are returned to the homeroom teachers. Then handout modules 5 &amp; 6 to the students. Those will then be due in two weeks.</i>
2/14/11-2/18/11	Review & Troubleshoot	<i>Work with your principal to get in contact with parents of students that have not turned in their modules.</i>

2/21/11- 2/25/11	HIP Managers Collect Modules 5 & 6 and Distribute Modules 7 & 8  2 <sup>nd</sup> Possible Meeting w/Parents	<i>HIP Managers will collect the first two modules from the students. Those are returned to the homeroom teachers. Then handout modules 7 &amp; 8 to the students. Those will then be due in two weeks. Schedule a 2<sup>nd</sup> face to face meeting with parents to discuss the progress the student has made, and answer any questions they may have.</i>
2/28/11- 3/4/11	Review & Troubleshoot	<i>Work with your principal to get in contact with parents of students that have not turned in their modules.</i>
3/7/11- 3/11/11	HIP Managers Collect Modules 7 & 8 and Distribute Modules 9 & 10	<i>HIP Managers will collect the first two modules from the students. Those are returned to the homeroom teachers. Then handout modules 9 &amp; 10 to the students. Those will then be due in two weeks.</i>
3/7/11- 3/11/11	Review & Troubleshoot	<i>Work with your principal to get in contact with parents of students that have not turned in their modules.</i>
3/21/11- 3/25/11	HIP Managers Collect Modules 9 & 10 and Distribute Modules 11 & 12	<i>HIP Managers will collect the first two modules from the students. Those are returned to the homeroom teachers. Then handout modules 11 &amp; 12 to the students. Those will then be due in two weeks.</i>
3/28/11- 4/1/11	Review & Troubleshoot	<i>Work with your principal to get in contact with parents of students that have not turned in their modules.</i>
4/4/11- 4/8/11	HIP Managers Collect Modules 11 & 12 and Distribute Modules 13 & 14	<i>HIP Managers will collect the first two modules from the students. Those are returned to the homeroom teachers. Then handout modules 13 &amp; 14 to the students. Those will then be due in two weeks.</i>
4/11/11- 4/15/11	Review & Troubleshoot	<i>Work with your principal to get in contact with parents of students that have not turned in their modules.</i>
4/18/11- 4/22/11	HIP Managers Collect Modules 13 & 14 and Distribute Module 15 Last Meeting w/Parents	<i>HIP Managers will collect the last two modules from the students. They will also hand out module 15 to the students. Those will then be due in two weeks. Schedule last face to face meeting with parents to get reflections about how they felt about the program.</i>
4/25/11- 4/29/11	Review & Troubleshoot	<i>Work with your principal to get in contact with parents of students that have not turned in their modules.</i>
5/2/11- 5/6/11	Meet & Reflect	<i>Attend a final meeting with the District to reflect on the program and make recommendations to improve it the following year.</i>

**\*See the Distribution Calendar for changes in the distributing process for 5<sup>th</sup> and 8<sup>th</sup> grade due to SSI testing.**

# HIP MANAGER LEADER 2010-2011 PROGRAM CHECKLIST

- Attend HIP Manager Leader meeting SWISD Boardroom 4:30 pm. 12/13
- Meet with campus HIP Managers to outline program & set expectations. 12/13-12/17
- Divide students among campus HIP Managers (no more than 15 each) 12/13-12/17
- Campus sends out program letters to pre-identified parents & students. 12/13-1/4
- HIP Managers meet w/parents & distribute modules 1 & 2. 1/5-1/14
- Work w/principal to get any missing parents in to start the program. 1/17-1/21
- HIP Managers meet w/parents & distribute modules 3 & 4. 1/24-1/28
- Work w/principal to get any missing modules turned in to homeroom teachers. 1/31-2/4
- HIP Managers meet w/parents & distribute modules 5 & 6. 2/7-2/11
- Work w/principal to get any missing modules turned in to homeroom teachers. 2/14-2/18
- HIP Managers meet w/parents & distribute modules 7 & 8. 2/21-2/25
- Work w/principal to get any missing modules turned in to homeroom teachers. 2/28-3/4
- HIP Managers meet w/parents & distribute modules 9 & 10. 3/7-3/11
- Work w/principal to get any missing modules turned in to homeroom teachers. 3/7-3/11
- HIP Managers meet w/parents & distribute modules 11 & 12. 3/21-3/25
- Work w/principal to get any missing modules turned in to homeroom teachers. 3/28-4/1
- HIP Managers meet w/parents & distribute modules 13 & 14. 4/4-4/8
- Work w/principal to get any missing modules turned in to homeroom teachers. 4/11-4/15
- HIP Managers meet w/parents & distribute module 15. 4/18-4/22
- Work w/principal to get any missing modules turned in to homeroom teachers. 4/25-4/29
- HIP Managers with district to reflect and provide feedback for next year. 5/2-5/6