



Talon Time

Student Procedures



What is Talon Time?

Purpose:

- Talon Time provides students with academic support and opportunities for enrichment twice a week during the school day.

When:

- Tuesdays and Thursdays from 9:27am - 10:03am (30 mins).

Talon Time Schedule

*Tuesdays and
Thursdays!*



Talon Time	
Zero Hour	6:39 - 7:30
Period 1	7:35 - 8:26
Period 2	8:31 - 9:22
Talon Time	9:27 - 10:03
Period 3	10:08 - 10:59
Period 4 11:04 - 11:55	4th Lunch 10:59 - 11:29
5th Lunch 11:55 - 12:25	Period 5 11:34 - 12:25
Period 6	12:30 - 1:21
Period 7	1:26 - 2:17



*5 minute passing
times before and
after like a
regular class!*

What will you do?

Students who need academic support will be assigned to a specific teacher for Talon Time to:

- Make up missing assignments, quizzes, or tests.
- Retake quizzes or tests.
- Go over course material you may have missed.

What will you do?

Students who ***do not*** need additional academic support will have other opportunities during Talon Time such as:

- Play various sports in one of the gyms.
- Visit teachers for additional help.
- Go to the LMC for quiet work time.
- Have club meetings.
- Watch presentations in the Auditorium.

How Will We Know?

Students will use a new electronic system called **FlexTime Manager (FTM)** to find out if they have they have been assigned to a teacher during Talon Time or if they can sign up for a different location.

What is FLExTime Manager?

- Web-based application similar to E-Hallpass.
- Shows student where there have been assigned and/or what options are available to them.

The screenshot displays the FLExTime Manager interface for a student named Mikayla. The top navigation bar includes 'My schedule', 'Directory', 'QR', and 'Help'. The main content area shows a calendar for 'Week 3 Aug 2021' with tabs for 'DAY', 'TODAY + 4', 'WEEK', and 'MONTH'. The interface is divided into two sections: 'Flex Period 1' (01:00 PM - 01:45 PM) and 'Flex Period 2'. Each period contains a grid of activity cards. In Flex Period 1, the first card is 'MATH Algebra Extra Help' (2300, 4/4), followed by 'Catchall - Flex 1' (Cafeteria, 3/500) and 'OTHER Homeroom - Smith' (200, 4/4). In Flex Period 2, the first card is 'OTHER College Essay Writing Workshop' (3400, 0/3), followed by 'Catchall - Flex 2' (Cafeteria, 7/500) and 'OTHER College Essay Writing Workshop' (3400, 1/3). Each card includes a 'Join activity' button and a location icon.

How to Use FTM

Student Overview (6 min)

<https://www.youtube.com/watch?v=PFnIVy4C48c>

Activity Priority Levels

You will see the following priority levels for activities on your FTM schedule:

- Mandatory Activities:
 - Priority 1 = Light Purple
 - Priority 2 = Purple
- Student Choice Activities:
 - Optional = Tan
 - Advertised = Green
 - Open = Gray

Mandatory Priority Levels

Attendance is **required** for Mandatory Activities.

- If you are assigned to a mandatory activity with a teacher you will see it listed as **Priority 1** or **Priority 2**.
- FTM will automatically assign you to the class with the *highest priority level*.
- Sometimes you may be assigned to TWO classes within the same priority level.
 - When this happens, you then have the option to choose which mandatory activity you wish to attend.

Student Choice Activities

Students not assigned to a mandatory activity to may join optional activities in FTM.

- The priority levels are marked as **Optional**, **Advertised**, and **Open**.
 - In the Main & Aux Gyms = Various sport/PE activities.
 - LMC = Quiet Study Time.
 - Auditorium = study time, videos, speakers, & presentations.
 - Later we will add clubs and other options.

Classroom Work Time

If you are **not** assigned to a mandatory Talon Time activity, but would like to work on a specific teacher's coursework, you will have the option of **Classroom Work Time (CWT)**.

- Teachers will have additional seats available in their classrooms during Talon Time for students to come in and complete their coursework.
- Seating will be limited and differs for each teacher.
- This will allow you to get additional help on your own if needed.
- *You must be a student of that teacher and you must work on their coursework.*
- *This is not for taking or retaking assessments unless agreed upon by the teacher.*

To attend, search for the teacher on FTM under the blue Join Activity Tab.

- Find the teacher by last name.
- Look for their activity labeled Classroom Work Time or CWT.
- Be sure to check the date of the activity as well.

A blue rectangular button with rounded corners. On the left side, there is a small white icon of a person with a plus sign. To the right of the icon, the text "Join activity" is written in white, sans-serif font.

Cut-Off Time

- Students should be able to see if they have been assigned to a mandatory Talon Time at the beginning of each week (usually Monday).
- Students who have not been assigned to Talon Time have until **8:26am** (end of 1st hour) on the first Talon Time day of the week (usually Tuesday) to sign up for an optional activity.
- If a student does not sign up for an activity by this time, FTM will assign one for you. You may not like where that is.

Talon Time Expectations

- **ALL** students must be assigned to a location during Talon Time.
 - Mandatory or Student choice
- Attendance will be taken.
- No hallpasses will be granted unless there is an emergency.
 - Talon Time is only 30 mins long
 - 5 mins passing before & after.
- Students will work **quietly** while in classrooms or the LMC.
- Students should not be in the hallways or restrooms.
- All regular behavior expectations still apply during Talon Time.

Questions?

This presentation as well as FTM instructional videos will be posted on the school website under the **For Students** tab under **Talon Time**.

FTM instructions can also be found in FTM under the help tab.