Closing the Gap Proposal

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Purpose Statement:

Steinmetz College Prep is in need of additional support for new students that enroll between the first and second semesters. According to Tamara Jabour, the chair of the Steinmetz Counseling Department, this year Steinmetz College Prep enrolled thirty-nine students between the first semester and second semester. The new students are freshmen, sophomore, junior, and senior students who transfer into Steinmetz College Prep from schools within the Chicago Public School District and high schools that are not within the district. These students are enrolled through the Counseling Department but after their enrollment paper work is completed there is no formalized introduction to the school. Mr. Ngo, the Principal of Steinmetz College Prep, declared an urgent need to provide additional support for these students to ensure a smooth transition into their new high school. After Mr. Ngo became aware of the high number of transfer students, he appointed the Counseling Department to implement an intervention for these students. By creating a *New Student Orientation* for all the transfer students and a small group for those students who believe they need additional support, Steinmetz College Prep can help acclimate transfer students to their new high school.

Target Population:

The targeted population for the *New Student Orientation* will include all transfer students who enrolled between the first and second semester at Steinmetz College Prep. The newly enrolled students will include students of all grade levels. During the *New Student Orientation*, a small group will be introduced that targets the newly enrolled students who believe that they need extra support in addition to the *New Student Orientation*. In order to participate in the Transfer Support Group, the students must have their guardians complete and return a Parental Consent Form. If there are more than ten students who want to participate in the Transfer Support Group, two groups will be created and broken down by freshmen/sophomores and juniors/seniors.

1. Intervention Plan,

The *New Student Orientation* will serve the newly enrolled thirty-nine students who transferred to Steinmetz College Prep between the first and second semester of the 2013-2014 academic year. These newly enrolled students will consist of all grade levels. During the *New Student Orientation*, all of the newly enrolled students will be targeted to participate in a Transfer Support Group. The intervention consists of a dual approach to meeting the needs of the newly enrolled students.

The first intervention is a *New Student Orientation* that is mandatory for the students who recently enrolled at Steinmetz College Prep. The *New Student Orientation* will occur during the school day during 7th and 8th periods. The *New Student Orientation* will take place in the library, to create a more welcoming atmosphere. Refreshments and cookies will also be provided. The new students will check in at the library and receive a Steinmetz College Prep folder that includes a welcome letter, their student portal login information, a parental consent form to join the Transfer Support Group, the Chicago Public School District calendar, graduation requirements, a list of student activities, the bell schedule, a map of the school, and a copy of Steinmetz College Prep’s policies and procedures.

Mr. Ngo, the principal of Steinmetz College Prep, and the school counselors will welcome the students and provide information via a power point presentation. The school counselors will begin by leading the students through a “Get to Know You Bingo” icebreaker. Mr. Ngo will then provide a formalized welcome speech to the new students. Through the power point presentation the school counselors will provide information regarding the Steinmetz uniform, the role of the counselor, graduation requirements, and introduce the Student Support Group. Ms. Eshoo, the school librarian, will provide information regarding service learning hours and the Dean of Discipline will deliver information regarding discipline procedures. The *New Student Orientation* will conclude with the students breaking into groups of five and going on a tour of Steinmetz College Prep that is led by a Senior Ambassador.

**Breakdown of Power point Presentation:**

Welcome (School Counselors)

Get to Know You Bingo (School Counselors)

Message from Principal (Mr. Ngo)

Helpful Resources (School Counselors)

Service Learning Hours (Ms. Eshoo)

Steinmetz Uniform (School Counselors)

What Counselors Do? (School Counselors)

Graduation Requirements (School Counselors)

Student Portal (School Counselors)

Discipline (Dr. Frierson)

Student Support Group (School Counselors)

School Tour (Senior Ambassadors)

The second part of the intervention will include the Transfer Support Group. The group will be introduced during the *New Student Orientation* and students will be provided with the Parental Consent Form in their folders. In order to participate in the group, a completed Parental Consent Form is required. The group will target all new students and will consist of one or two groups based on the number of participating students. If there are more than ten students who want to participate in the Transfer Support Group, two groups will be created and broken down by freshmen/sophomore and junior/senior.

The Transfer Support Group will be held one period a week and will run for six consecutive weeks. The group will provide students with additional resources to ensure that they have a smooth transition into Steinmetz College Prep. The first group will serve as an introduction and will include get to know you icebreakers, an overview of the group, and will require that all group members agree to confidentiality. The second session will focus on friendship skills and will introduce group members to curriculum and sports that they may want to participate in. During the third group sessions, members will partake in a game that focuses on Steinmetz College Prep’s policies and procedures along with graduation requirements. The students will learn about different ways to become involved at Steinmetz College prep during the group’s fourth session. The fifth session will allow group members to identify individual goals that they would like to accomplish that are both academically and professionally aligned. Finally, the sixth group will include a reflection of the group process and a final evaluation.

**Overview of Transfer Support Group Intervention Plan**

**Session 1:** Group introduction and discussion of terms

**Session 2:** Group skills and friendship skills

**Session 3:** Overview of Steinmetz College Prep- expectations and graduation requirements

**Session 4:**Overview as to how students can get involved at Steinmetz and create connections with other students and faculty.

**Session 5:** Individual goals

**Session 6:** Closing, reflection, and evaluation session

An evaluation component will be utilized for the Transfer Support Group in order to determine the success of the intervention. The number of transfer students who participate in the group will make up the process data. The perception data will be collected via a twelve question pre and posttest that will be delivered during the first session and the last session. The outcome data will aim to provide information that the student feels safe at Steinmetz College Prep, has a supportive network of faculty, and has an understanding of the policies and procedures. Ideally after both the *New Student Orientation* and the Student Support Group the student will feel comfortable in their new high school environment.

Required Signatures:

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DePaul Supervisor

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Steinmetz College Prep Supervisor

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School Administrator