



KEYS 2 ACHIEVE

Pilot Program Overview & FAQ

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Overview

NAZ Family Achievement Coaches have provided consistent feedback requesting additional clarity and structure for Scholar Coaching. The intention of this pilot program is to equip Coaches to set a foundation of healthy habits with scholars upon which they will build, structure, and develop their own academic success as they move towards college and beyond.

NAZ already has a conceptual framework for this work: Achievement Planning. This pilot program uses this existing model embedded in the Coach Role, while providing additional structure to ensure Coaches are equipped to implement this strategy effectively with scholars.

Some scholars may resist going in depth about who they are, and not all will be willing to explore what it takes to be academically successful. Coaches will use Motivational Interviewing skills to navigate these anticipated challenges as they arise, as well as to empower all scholars to drive their own academic success.

Outline

Each Coach in the pilot will begin by establishing a roster of 25 scholars in Scholar Coaching. Coaches will then be expected to schedule a regular, weekly coaching session with each of these scholars. Keep in mind this will require factoring in scholar schedules, teacher and school guidelines. The Coach will manage this schedule in their NAZ google calendar. The goal is for each coach to invest consistent, meaningful time with their scholars to facilitate strong coach-scholar relationships, a critical bedrock for effective achievement planning.

Coaches will connect with parents/guardians biweekly to inform them of their scholar's progress. As Coaches build report with parents/guardians, these relationships will facilitate aligned achievement planning to further bolster scholar success. Coaches will also connect with teachers,



as well as other school support staff, to reinforce and align the efforts of the various members of each scholar's team.

Supporting Documents

The Keys 2 Achieve pilot program is scaffolded by the following worksheets:

1. Introduction (first meeting only)
This worksheet is completed by the scholar during their first meeting with the Coach. The coach may already have some of this information from the enrollment process, however, the intention here is to set the tone with the scholar, demonstrating to them your deep interest in their academic career and inviting them to see themselves as actively navigating along their academic journey to college and beyond.
2. Healthy Habits
This worksheet is completed by the scholar every-other coaching session (alternate with goal setting worksheet, below). This worksheet is designed as a primer for conversation, encouraging the scholar to reflect on their habits.
3. Goal Setting
This worksheet is completed by the scholar every-other coaching session (alternate with health habits worksheet, above). This worksheet is designed as a primer for conversation, encouraging the scholar to reflect on their current goal-setting habits.
4. Progress monitoring chart
This worksheet is used in tandem with healthy habits and goal setting worksheets. This chart provides quantitative tracking, giving the scholar and their coach vision to the short term as well as insight into progress over time.

Additional Details

1. This program will be piloted by all Coaches located at K-5, K-8, and High School sites including Cookie Cart and Patrick Henry
2. NAZ Connect
 - a. There will not be any changes to NAZ Connect included in this pilot.
 - b. Coaches will be expected to track all scholar coaching sessions by entering notes and logging activity.
 - c. Coaches are encouraged to set a single SAP goal to organize their scholar coaching notes.
 - d. Coaches are still expected to enter basic demographic information (as a part of the enrollment process) as well as keep contact information and school/EC placements up to date.
3. Coaches will also be provided with a teacher communication message to facilitate clear, consistent teacher outreach.



FAQs

What is Keys 2 Achieve?

A scholar achievement planning tool used to support the goal planning process between coach and scholar focused on accelerating scholar's academic achievement.

How do I use the Keys 2 Achieve tool?

The Keys 2 Achieve tool is scaffolded by (4) four worksheets:

1. Introduction: this worksheet is completed by the scholar during the first meeting with the Coach. The intention here is to set the tone with the scholar, demonstration to them your deep interest in their academics and inviting them to see themselves as actively navigating along their academic journey to college and beyond.
2. Healthy Habits: this worksheet is designed as a primer for conversation, encouraging the scholar to reflect on their habits.
3. Goal Setting: this worksheet is designed as a primer for conversation, encouraging the scholar to reflect on their current goal-setting habits.
4. Progress Monitoring Chart: this worksheet is used in tandem with healthy habits and goal setting worksheets. This chart provides quantitative tracking, giving the scholar and their coach vision to the short term as well as insight into progress over time.

Coaches will track/translate goals on the "Academic Success Goal Plan-K12 Scholar".

Who is Keys 2 Achieve for?

Keys 2 Achieve tool will be used by coaches with scholars at their site. Coaches will select scholars on their roster who are challenged in academics, attendance, and/or behavior.

What happens if my scholar leaves my site?

Coaches will end a scholar's enrollment in scholar coaching if the scholar leaves his/her site. Coaches are not required to provide scholar coaching directly to scholars, not at their site.

What about the scholars that are not at my site?

Coaches will communicate with families about the Keys 2 Achieve tool to equip families with the skill to support their scholar(s).

When am I using this tool at my site?

Coaches will support scholars up to 30-45 minutes a week during the following times: before school, during lunch time, the advisory period, during afterschool program, and/or during



appointed times suggested by school leaders. *We do not pull scholars out of class during core instructional classes.*

Am I expected to discuss scholar's goals with family members or teachers?

Coaches are expected to communicate their scholar's goals and progress with the scholar's team members to encourage and support goal progress. Coaches are also encouraged to engage parents in a parallel goal setting.

TEACHER COMMUNICATION

Coaches are encouraged to use this message to establish communication with teachers

Good Morning/Afternoon,

I would like to communicate with you regarding (Scholar Name). As a part of my role at NAZ (Northside Achievement Zone), I am currently coaching (Scholar name) regarding their academic development. During my scheduled meeting time with (Scholar name), we will be discussing ways to help (him/her/them) be a successful and productive scholar in school. If you have questions or need assistance in connecting with this scholar, please email me.

The role of the Family Achievement Coach is to inspire deep commitment from parents and scholars to solidify the belief that they will graduate from college. The Family Achievement Coach works with both parents and scholars to set goals and encourage positive behaviors that support academic achievement.

As we move forward, please feel free to contact me if I can be of any assistance, or if you have any recommendations specific to this scholar in your class. I appreciate your time, effort and communication as we collaborate to support (Scholars name) success in school.

Thank you,

(email signature including Family Achievement Coach name and contact information)