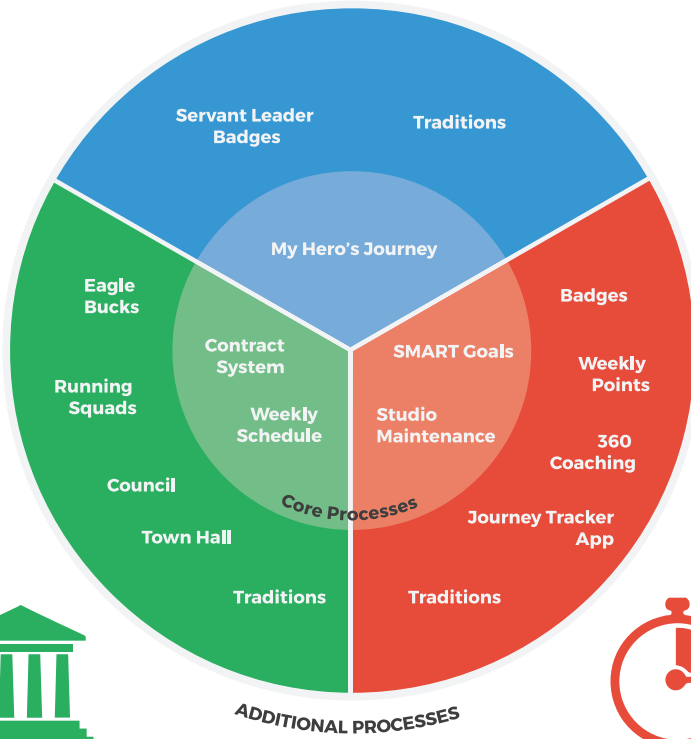




Hero's Journey



Community & Governance



Personal Productivity & Tracking Progress

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Systems Handbook

ACTON ACADEMY

1 | Introduction

Introduction

Acton Academy's mission is to inspire each child and parent who enters our doors to find a calling that will change the world.

Our Learner Driven Communities prepare young heroes for exceptional lives in the real world. Bit by bit, the Eagles* in Austin have created systems to form a tightly knit Civil Society where tough mindedness and warm heartedness are encouraged and celebrated. To help you build your own healthy community, we offer these systems to you.

How to Use this Handbook

1. Read the handbook cover to cover to see how the systems overlap and support each other.
2. Pay attention to core (Ⓒ) vs. enhanced (Ⓔ) processes, to see what you want to build next.
3. If you run into a problem, turn to the “Mapping Community Issues to Systems” checklist (pg. 4) to find a corresponding system that might help.
4. Embrace that these are working prototypes, so feel free to experiment and share what works.

For details and examples on the material within, visit:
ownerskit.actonacademy.org**

*Acton's young heroes-in-the-making call themselves “Eagles” in honor of the Acton mascot.

**A new online “Owner's Kit” is rolling out in winter 2017-18.

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Fundamental for
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growth stages
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Good to add as school
grows/matures
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Ideas for traditions,
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Modeling a Civil Society

To understand how the pieces of this handbook fit together, think of Acton Academy as a miniature Civil Society, where Eagles are learning through experience to be free agents in the real world:

Acton System	Real World Equivalent	Page
Hero's Journey:		
<u>My Hero's Journey</u>	Your life's story	11
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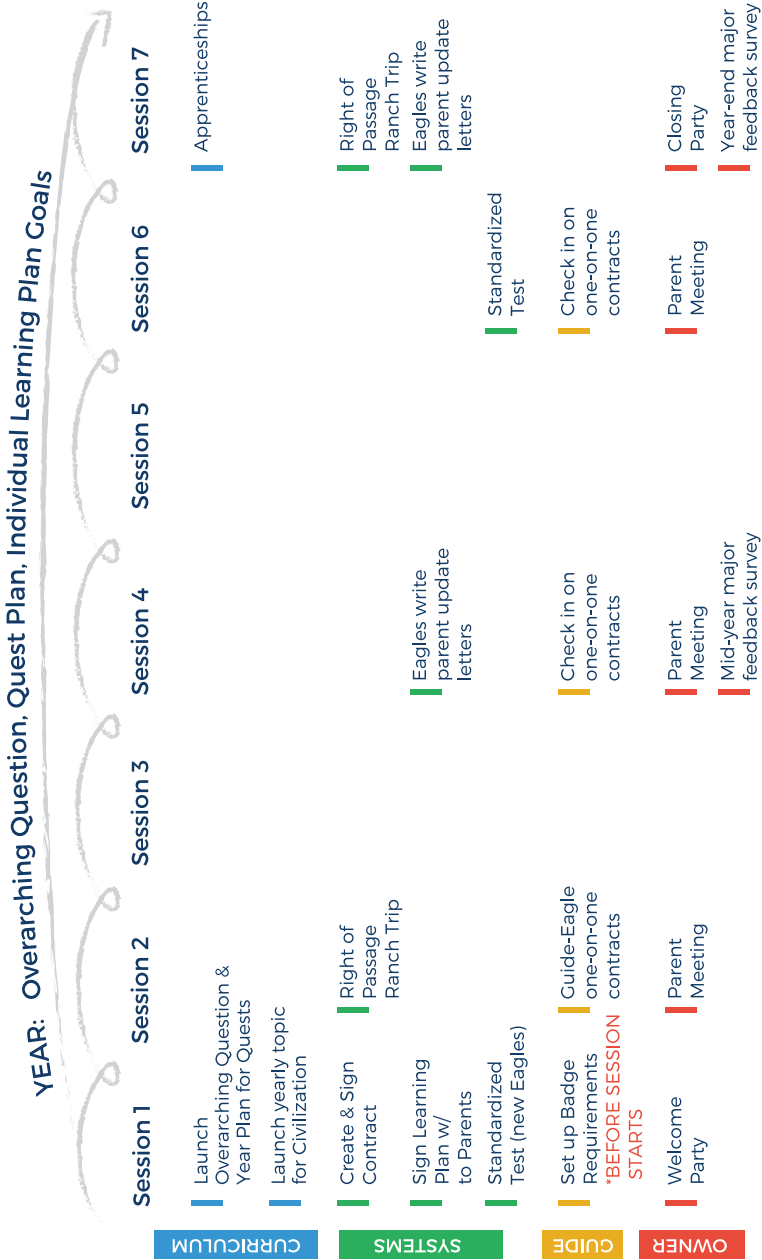
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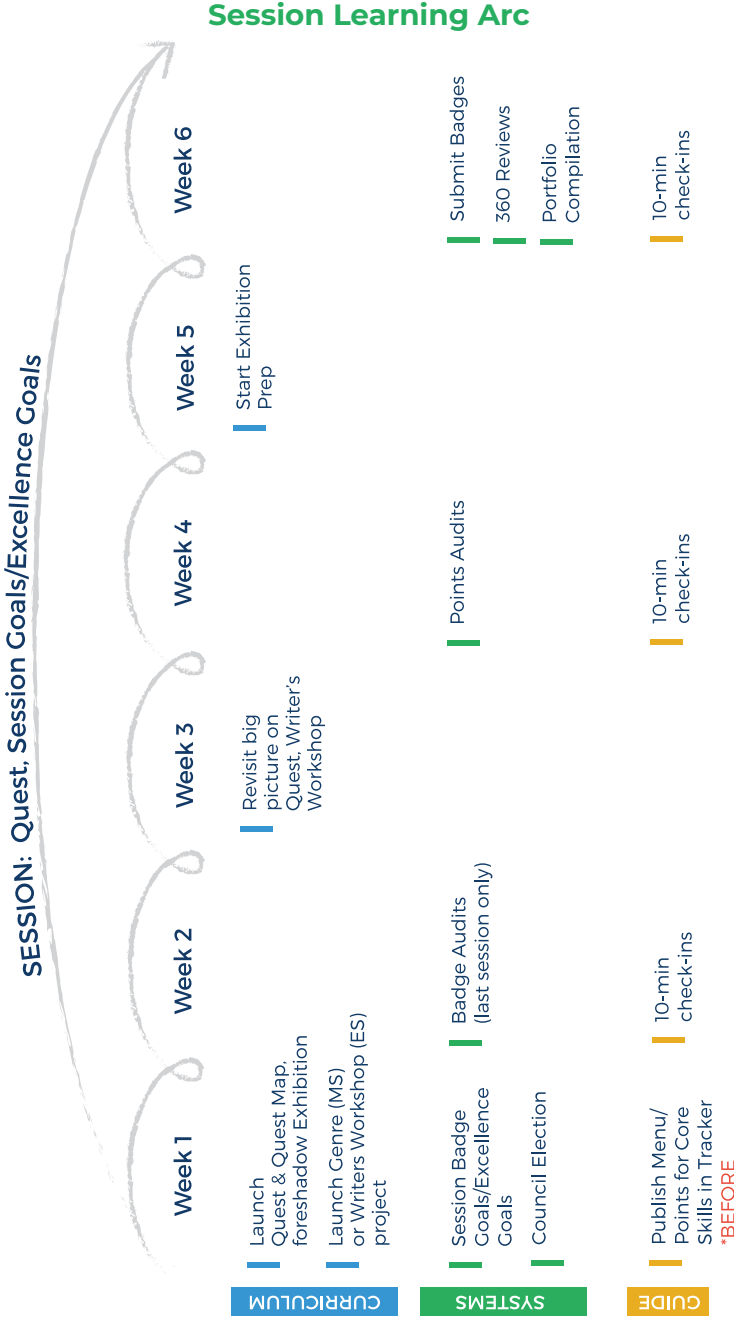
Mapping Community Issues to Systems

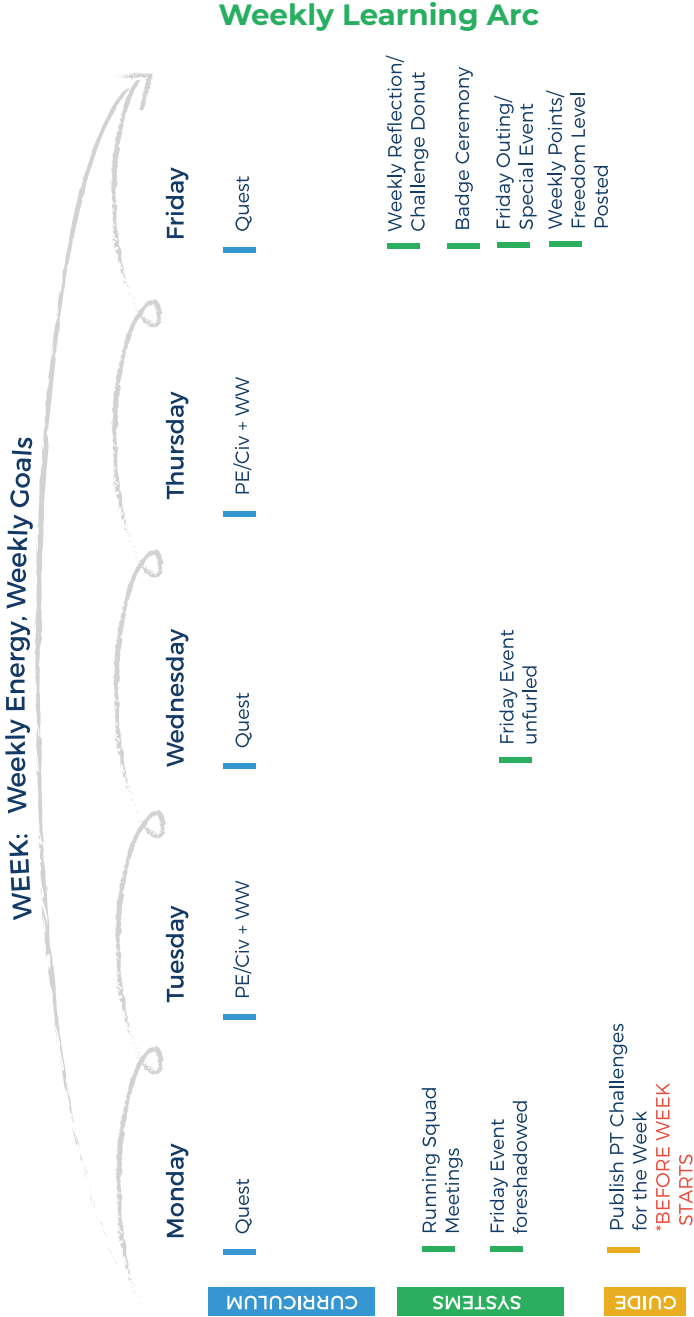
Issue	System	Page
<u>Uniting the Tribe</u>	<u>The Hero's Journey</u> , <u>Studio Contracts</u> , <u>Team-building games</u>	11 31 18
Problems with <u>boundaries</u>	<u>Eagle Bucks</u> , <u>Strike System</u>	23 24
Lack of <u>attention and focus</u>	<u>SMART Goals</u> , <u>Points</u> , <u>Squads</u>	33 37 26
Need for some authority	<u>Council</u>	27
Lack of motivation	<u>Hero's Journey</u> , <u>Eagle Buck Store</u> , <u>Family Badges/inventives</u>	11 23 19
Parents wanting to mark progress	<u>Badges</u>	35
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Long-term behavior problems, poisonous influences	<u>360 Coaching</u> , <u>Servant Leader Badges</u> , <u>Probationary Contract</u>	39 13 25
Need for rhythm and habits	<u>Learning Arcs</u> , <u>Weekly Schedule</u>	5 17

Learning Arcs

Yearly Learning Arc







Daily Learning Arc

DAY: Daily Energy, Daily Goals

8:30 Launch

Launch Core Skills

Dedicated sprints (ES):

- Journaling
- DEAR (Drop Everything and Read)
- MPH (Math Power Hour)

Set SMART Goals

Mason (earned)
10-min break

10:30 Launch

Launch Quests

Charlie (earned)
10-min break

12:30 Launch

Report on SMART Goals

Clean up

Character Callouts

3pm Close

CURRICULUM

SYSTEMS



My Hero's Journey at Acton Academy

The Hero's Journey is the primary metaphor for life as an Acton Academy Eagle, and the foundation of our "Learning to Be" experiences. The Hero's Journey is not a block of time, but a philosophical underpinning for nearly all activities.

Weave the Hero's Journey into all you do*, such as:

- Socratic discussions
- Mapping of the Hero's Journey while reading a story
- Related concepts, such as Flow, Growth Mindset, Rubber Bands, Deliberate Practice

* See more examples in the Learning Design Handbook.



Visuals for the Hero's Journey



3 BIG GOALS
at Acton Academy

- **Learn to Learn**
- **Learn to Do**
- **Learn to Be**



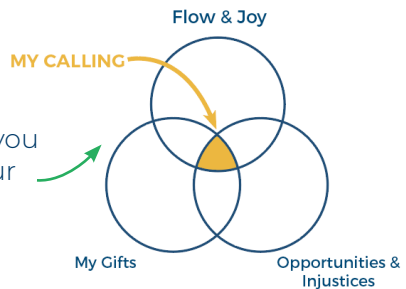
3 BIG QUESTIONS
at the end of a life well lived

- **Did I contribute something meaningful?**
- **Was I a good person?**
- **Whom did I love and who loved me?**

FINDING YOUR CALLING

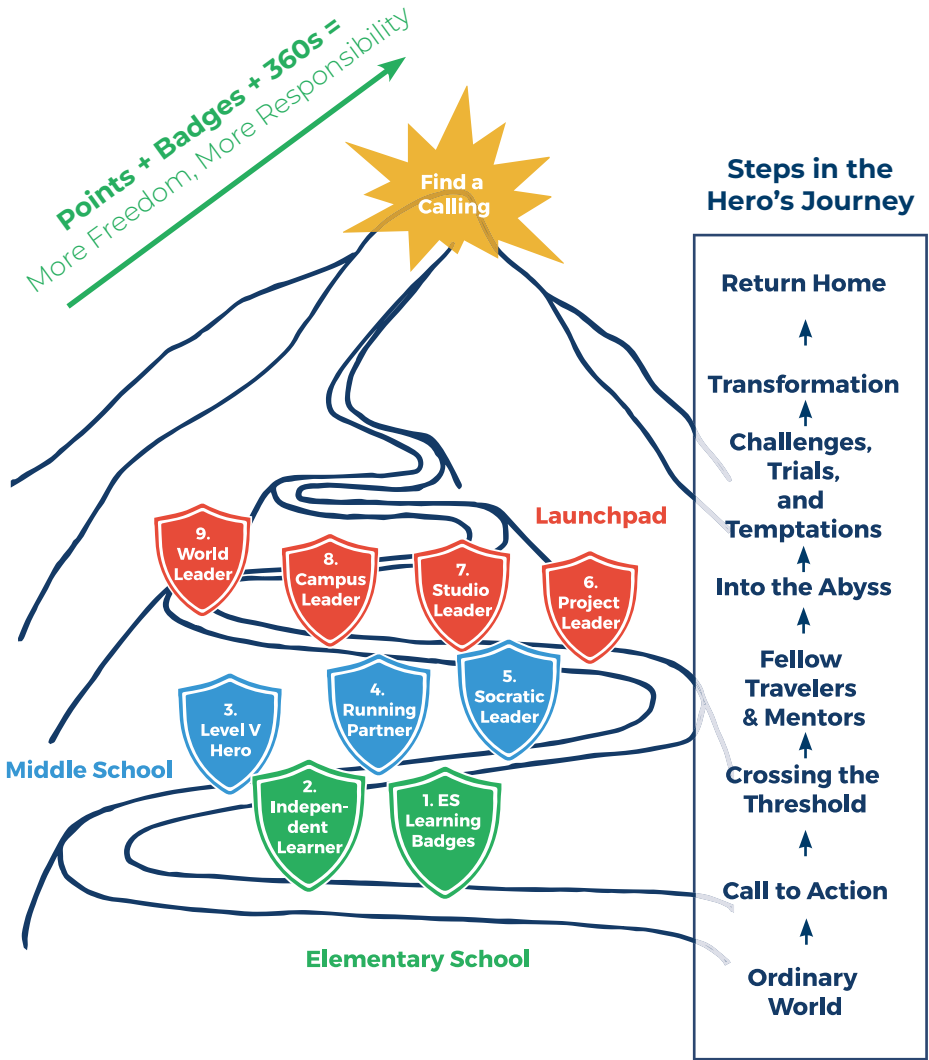
CORE SKILLS
+
QUESTS
+
APPRENTICESHIPS
+
SERVANT LEADER BADGES

will help you
find your
calling



Servant Leader Badges

Servant Leader Badges celebrate the development of heroic character by showcase the habits, skills, and attitudes needed to accelerate your Hero's Journey and earn more freedom and responsibility at Acton Academy.*



* For more details on Badges, see the Learning Design/Curriculum Handbook.

Traditions

Unique traditions strengthen the Tribe. Special traditions both big and small have been powerful culture builders at all Acton Academy campuses.

Build traditions unique to your campus. The Eagles at Acton Academy Austin have created an ever-evolving set of traditions for their campus. Have fun letting this magic happen on your campus as well!

Examples of Hero's Journey Traditions:

Character call-outs honor heroic acts in a daily tradition.

- The last few minutes of every closing discussion are saved for Character Callouts, where any Eagle can honor another for a heroic action during the day.
- There is no incentive to participate beyond gratitude and kindness.
- When one Eagle shares a Character Callout with a Studiomate, he also writes it on a slip of paper and pins it to a board, creating a record of personal development for each Eagle.

Hero Boards are each Eagle's visual depiction of their Hero's Journey, usually created in the first week of school to deepen friendships and build the tribe.

Challenge Donut is a way of reflecting on an activity or period of time to identify when you were in your comfort zone, challenge zone, and panic zone.

Rubber Bands is a metaphor for illustrating **Growth Mindset** and personalized goal setting to stretch your personal "rubber bands."

Hero Visits allow Eagles to welcome heroes into their Studio to share their story in a launch discussion. The key is finding heroes who will discuss their struggles, fellow travelers, calls to action, and other components of their Hero's Journey, rather than share their resume.

Weekly Schedule

One of the primary roles of Guides is to create the “game” for Eagles to play - including the menu of options for the week.

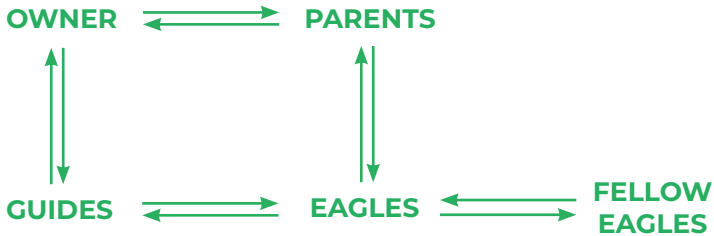
ES Example Schedule:

Session 2
October 24th- October 28th

Monday	Tuesday	Wednesday	Thursday	Friday
8:00- Free Time	8:00- Free Time	8:00- Free Time	8:00- Free Time	8:00- Free Time
8:30- Session Launch	8:30- Art/Athletics	8:30- Daily Launch	8:30- Art/Athletics	8:30- Town Meeting
9:00- Running Team Mtgs	10:30- Core Skills	8:45- Core Skills	10:30- Core Skills	9:30- Scholar's Choice
9:15- Core Skills	11:30- Lunch	10:30- Civilization/ D.E.A.R	11:30- Lunch	10:45- MS Buddy Meetings
10:30- Civilization/ D.E.A.R	12:00- Free Time	11:30- Lunch	12:00- Free Time	11:00- Weekly Wrap-Up
11:30- Lunch	12:30- Writers' Workshop	12:00- Free Time	12:30- Writers' Workshop	11:30- Lunch
12:00- Free Time	2:00- Core Skills	12:30- Quest Time: Architecture	2:00- Core Skills	12:00- Free Time
12:30- Quest Time: Architecture	2:45- Studio Maintenance	2:45- Studio Maintenance	2:45- Studio Maintenance	12:30- Quest Time: Architecture
2:45- Studio Maintenance	3:00- Closing Group	3:00- Closing Group	3:00- Closing Group	2:00- Chess
3:00- Closing Group	3:15- Namaste	3:15- Namaste	3:15- Namaste	2:45- Studio Maintenance
3:15- Namaste				3:00- Happy Birthday Anika!
				3:15- Namaste

Contract System

Acton Academy functions as a miniature Civil Society, and contracts are its “constitution.” These contracts describe what each party can expect from another.



Keys to a successful Contract system:

- **Let Eagles create their own contracts.** The more they feel that the contracts are theirs, the more they’ll care to enforce them.
- **Compare world-class examples** like the Declaration of Independence, and those from other Acton Academies.
- **Honor the contracts** with great solemnity, including at the signing ceremony.
- **Constantly revisit the contract** in discussions, peer feedback, and work challenges.
- **Post the contracts in the Studio** in visible places, so you can refer to them frequently.
- **Contracts can be strict, but not coerced.** If both parties agree to strict authority, there is integrity in the relationship, as in the example of a violin master and student.

Final Ownership of Systems

Systems where an Owner has final say:	Systems delegated to Eagles, within boundaries:
Basic Safety, <u>Mission & Promises</u> , Challenges & <u>Points, Badges & Graduation</u> , <u>Studio Schedules</u>	<u>Studio Contract</u> , <u>Eagle Bucks</u> , <u>Rules of Engagement</u> , <u>Squads</u> , <u>Studio Leadership</u> , <u>Studio Maintenance</u>
<i>Parents have ultimate responsibility for an Eagle; Owners are responsible to deliver on mission and promises.</i>	<i>Eagles are given tremendous freedom, within boundaries.</i>

Contract Examples

Promises to Families

An Owner's promises to families form the foundation of the Contract System.

Acton Academy's Promises to Families:

We promise, through Socratic guiding and experiential learning, you and your child will:

1. Begin a Hero's Journey;
2. Become a curious, independent, life-long learner;
3. Discover your most precious gifts and the dedication it takes to develop real talent;
4. Embrace the forging of a strong character;
5. Cherish the arts, the wonders of the physical world, and the mystery of life; and
6. Treasure economic, political, and religious freedom.

We also promise to protect the Honor Code, with the help of Council.

Parent Contract

The Parent Contract unites the community around a shared mission.

While welcoming diverse opinions and ideas, a successful Acton Academy must have a clear mission and promises, with buy-in from all stakeholders.

Example Parent Contract:

As parents at Acton Academy, we agree that to remain in the community:

1. Both parents will be lifelong learners, and each will have an active learning project.
2. Parents will approach Acton Academy as a community where they can become a tight-knit family of lifelong learners. This includes recognizing that Acton Academy will never step between a parent and a child.
3. Our family will develop and share an Annual Family Plan and have a Family Meeting at least once a month.
4. At least one parent will attend a minimum of two of the three parent meetings each year.
5. Parents will make every effort to complete a Family Badge of their choice each year.
6. Parents will respect the Studio as the Eagles' space. Parents are welcome to visit the Studio after making a reservation 24 hours in advance with a guide and will observe the Studio rules.
7. Eagles will be at school early or on time, every time. Eagles will not be allowed to join the morning Socratic discussion if arriving past 8:30am.

Guide Covenant

A Guide Covenant clarifies the role and boundaries of a Guide.

Examples of previous Guide Covenants are helpful, but generally it is worth the time to discuss and debate the contents of such a contract with everyone participating, rather than to adopt one used in the past.

Example Guide Promises:

Upon becoming an Acton Guide, I promise to:

1. Be on time, every time. Arrive prepared;
2. Stay in Socratic mode: always a Guide, never an expert;
3. Maintain commitment to the Mission and Promises; and
4. Strive to deliver life-changing Launches and challenges.

Guide-Eagle Contract

Guides and Eagles agree on a contract that defines early on what they can expect from each other.

Example Guide-Eagle Contract:

Guide Promises:

1. Deliver on Acton Academy's promises to Eagles and parents.
2. Provide challenges, mileposts, rewards and guardrails to inspire and equip each of our Eagles.
3. Present processes, frameworks, examples, recipes and hard questions for Eagles to use.
4. Allow Eagles to learn from failure and natural consequences, when necessary.
5. Protect the safety of Eagles on the campus and support the Honor Code, with the help of Council.

Eagle Promises:

1. Work hard and play hard.
2. Make courageous choices.
3. Be conscientious about what I commit to, keep my promises, admit honestly when I don't, and accept the natural consequences of my actions.

Studio Guardrails / Honor Code

Certain behavior is not permissible in the community. These actions are reason to take time away from the community to reset, at first for a few minutes, and eventually permanently.

Owners play a role in developing the Guardrails, as part of their responsibility to parents to create a safe place for young heroes to learn.

Elementary Studios provide more opportunity to learn the Guardrails. Once in MS/LP Studios, we've found it useful to draw clearer lines in an "Honor Code." For details on accountability for Guardrails/Honor Code, see pg. 23.

Example Studio Guardrails (Elementary Studio):

As an Acton Eagle, I promise:

1. I will not cause physical or emotional harm to a fellow traveler.
2. I will tell the truth.

Example Honor Code (Middle School/Launchpad):

As an Acton Eagle, I promise:

1. I will not bully, harass or invade others' privacy.
2. I will not intentionally hurt another person.
3. I will not disrespect council or intentionally flout the Freedom Levels.
4. I will not lie, cheat, or steal.

Studio Contract (Contract of Promises)

The Studio Contract is the Studio's Declaration of Independence. It is the primary governing document for a Studio, and includes aspirational, boundary, and personal expectation elements. Some Studios call it the "Contract of Promises."

Creating the contract strengthens the tribe. One of the primary Session One projects is creating and signing the contract. This unites the Tribe around a shared vision for their "dream school."

Example Studio Contract:

As an Acton Eagle, I promise to:

1. Be on a Hero's Journey.
2. Do my best work and follow through on my promises, every time.
3. Hold my fellow travelers accountable, help them on the path to success, and never give up on myself or my fellow travelers.
4. Never accept snarkiness, poor sportsmanship, or bullying.
5. Be positive, be curious, and keep an open mind.
6. Not distract myself or others.

When I fall short, fail or make mistakes, as I surely will, I promise to keep a growth mindset and try even harder.

Socratic Discussion Rules of Engagement

Rules of Engagement define appropriate participation in Socratic Discussions. Socratic Discussions require commitment from all participants to play by a shared set of "rules of the game."

Example Rules of Engagement:

In Socratic Discussions, I promise to:

1. Be on time and prepared.
2. Take a stand.
3. Be concise.
4. Do not repeat points already made.
5. Provide evidence and reasoning.
6. Link to previous comments. (Use "I agree" or "I disagree.")
7. Listen with an open mind and consider new evidence.
8. Focus and do not distract.

Studio Accountability

Eagle Bucks

Eagle Bucks are Acton’s peer-to-peer accountability system. Like money in the real world, Eagle Bucks are earned through work, lost through infractions, and can be used to purchase things.

Eagle Buck exchange rate:

5 hrs hard work = 100 points =



How Eagle Bucks are earned, spent, and lost:

Type of Exchange	Explanation
Earn Eagle Bucks	<ul style="list-style-type: none"> · Earn 100 Points → Earn an Eagle Buck · See pg. 35 for more on Points.
Spend Eagle Bucks	<ul style="list-style-type: none"> · An Eagle Buck Store stocked with highly sought-after, scarce prizes and activities.
Lose Eagle Bucks	<ul style="list-style-type: none"> · Cross Studio boundary → Fellow traveler asks you for an Eagle Buck, which goes back to the bank. · Incomplete Studio Maintenance or asked out of group discussion for ROEs → Fined an EB · See pg. 23 for implications of negative EBs.

Eagles invented Eagle Bucks to keep standards high. Holding fellow travellers accountable for shared promises is essential to developing warm-hearted and tough-minded character.

Eagle Bucks and appeals are managed by Council. Council manages the payment of Eagle Bucks and determines the outcome of appeals.

Example of Eagle Buck Contract:

As part of the Eagle Bucks Process, I affirm the following:

- I will hold my fellow travelers accountable to our shared promises by asking for an Eagle Buck for an infraction
- If I break one of the Studio promises, I will be held accountable by being asked for an Eagle Buck.
- I promise to accept a request respectfully, whether I agree with the person or not, after which I can appeal if I choose to.
- I may be fined an Eagle Buck if I’m asked out of a discussion for breaking the ROE, or to compensate if someone has to do Studio Maintenance job for me.

Strikes (ES) & Honor Code Violations (MS/LP)

Strikes and Honor Code protect the baseline integrity of the Studio.

Strikes set clear boundaries of behavior, while giving younger Eagles more room to course correct.

Studio	Action	Result
ES	Negative EB balance (pg. 22) Cross Studio Guardrail (pg. 20)	1 strike 1 strike
MS/LP	Negative EB balance (pg. 22) Break Honor Code (pg. 20)	1 strike 3 strikes

Strikes and Honor Code are managed by Guides and Council. While Eagle Bucks are managed entirely between Eagles, Guides and Council determine when an Eagle receives a Strike.

3 Strikes → Reset at home

3 Resets in 1 year → Not invited back

Upon receiving a strike, an Eagle takes time to reset away from the community. By taking time away, an Eagle can reset, recommit to the Studio Contract, and then be welcomed back warmly.

Example of ES Strike System:

A strike is given:

- if an Eagle chooses to hurt another Eagle on purpose.
- if an Eagle finishes a week at an Eagle Buck deficit of -5 or more.

Progression of strikes:

- Strike 1: Reset away from the group
- Strike 2: Reset away from the group; meet with Eagle Buddy & Guide to discuss strategies to prevent a third strike. Parents are informed about the Eagle's two strikes.
- Strike 3: Eagle stays home for a day, then recommits to the contract by writing a letter explaining how he/she chooses to move forward in a way that will contribute to the community.
- The third time an Eagle goes home, he or she is asked not to return to Acton Academy

Celebrating the return of an Eagle: The definition of hero at Acton is one who gets back up after falling down. There is a tradition of joy and forgiveness upon resolving challenging situations, and the community is always happy when an Eagle makes the choice to rejoin the group.

Emotional Reset for Younger Eagles

Learning to self soothe can be one of the most profound learning experiences in the ES Studio. Some young Eagles will occasionally “flood” emotionally, especially as they are becoming accustomed to Studio life. With help from parents and Guides, Eagles can develop unique coping mechanisms to rely on, like taking a nap, going outside, or reading a book.

Sometimes staying in the Studio simply isn’t the right fit. Occasionally, it may be best to ask an Eagle if they’d prefer to go home for the day, and try again the next day. This is separate from Studio systems like Strikes and Eagle Bucks.

Probationary Contract

Some negative influences are tough to spot in the Studio. If someone is technically following the Studio Contracts, but weakening the community anyway, it’s best for Owners to agree to a confidential, personalized contract with them, both for clearer guardrails and for due process if the family chooses to leave.

When might a Probationary Contract be helpful?

- Eagle is not returning the next year, but finishing out this year
- Eagle is openly skirting Freedom Levels
- Eagle appears not to want to be at Acton Academy

Who will do well at Acton Academy? Only families where the Eagle and both parents are committed to a Hero’s Journey:

		Committed Eagle?	
		No	Yes
Committed Parents?	No	Not now	Not now
	Yes	Not now	Great fit

Probationary Contracts are designed for “Agreeable Takers”:

	Agreeable	Disagreeable
Givers	Everyone likes	Gruff, but needed
Matchers	Fine	Tolerated
Takers	Poisonous	Removed

Example of a Probationary Contract:

I promise to:

- Come to school each day with a positive attitude
- Honor the Freedom Levels
- Earn at least 50 points per week and one badge per trimester
- Lose no more that 3 EBs/week by requests from peers
- Call out at least one Eagle during Friday Callouts.

I agree that if I fail to complete the above items, I may not be invited to continue at the school.

Studio Leadership

Running Partners & Squads

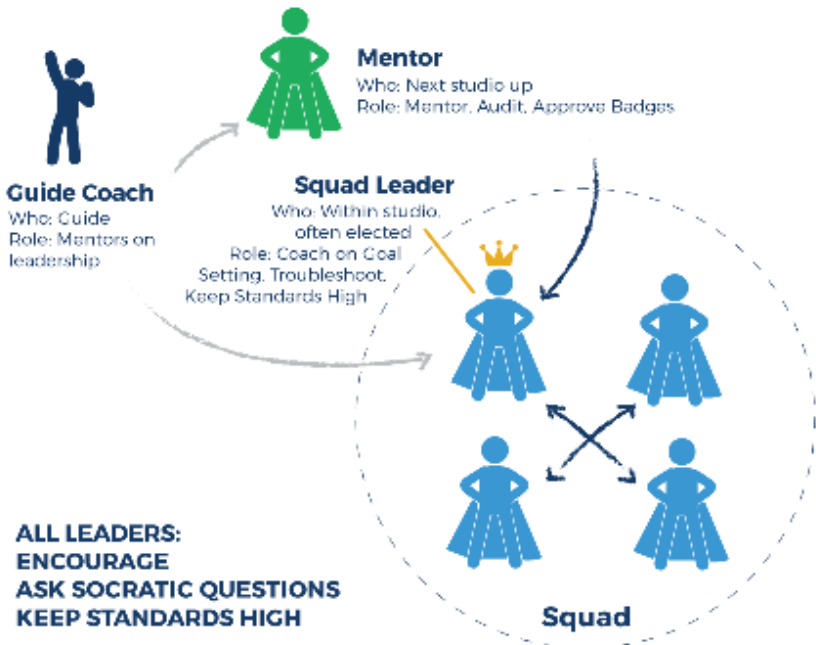
The best leader for an Eagle is another Eagle. The best leaders are usually fellow travelers, ideally in the same Studio and elected by peers. They are closest to the problem, and care the most.

Running Squads are an Eagle's first line of defense. Running Squads fill the basic peer-to-peer roles in the Studio, including:

- Weekly goal setting meetings, encouragement, accountability
- Hold standards high, audit, Badge approval
- Enforce the Contract
- Troubleshooting support when a peer is stuck

Running Squads can have flexible structure. Feel free to adjust the structure based on the size and needs of your Studio. A Studio of 6-10 Eagles might simply have one "Squad" where everyone sets goals together.

Austin's Running Partner Structure



Council

Council is the Eagles' elected governing body. Every few months, Eagles nominate candidates, then vote to determine their Council representatives.

Council leads the implementation of Studio systems. Studio laws and systems are determined through democratic process. Council's task is to implement these systems, such as:

- Eagle Bucks and Honor Code
- Studio Maintenance
- Town Meeting
- Badge approval
- Appeals, disputes, and conflict resolution
- Additional needs that arise

An excellent Council is one that upholds standards. The mark of an excellent council is one that continually seeks to raise, simplify, and strengthen community standards and systems.

Serving on Council is an honor and act of service. Serving on Council is an honor sought by many Eagles.

Example of Council Election Process:

1. Three council members will be elected by the Studio. Each person running must be nominated by another Studiomate. Each nominee gives a speech, then Studio members will cast three anonymous votes to determine who will be on council.
2. If there are more than five nominees, there will be a preliminary vote to bring down the number to five. Those five people will then give speeches the next day.
3. A new election will be held every session or trimester. No one can be on council for more than two terms each year unless the eagle has been impeached.
4. Each new council will meet with the previous council to discuss what happened in the previous session, and what to do going forward.
5. If a council member does not do his/her job, he/she can be impeached by a majority vote at any time.
6. If a council member steps down (or is impeached), the same process for the election will be done, however only for one member, and it will be done within three school days.

Town Hall

Town Hall is the place to discuss community improvements.

Town Hall is an opportunity to address Studio needs of any variety. It can happen at a regularly scheduled time, like each Friday morning Launch discussion, or could be done on an as-needed basis.

Eagles submit topics and Council leads the discussion. Any Eagle can propose a Studio need or problem to discuss prior to the meeting through a pre-determined process, along with a proposed solution. Council then sets the agenda and leads the discussion.

Eagles have vast opportunity to improve their Studio. Eagles are free to adjust many systems as they see fit, while some solutions need to be approved by Guides or more senior Eagles. Even in systems where Guides or Owners have the final say, Eagles' proposals will be taken very seriously.

Example MS Town Hall Agenda:

Review last week's agenda and decisions.

Topics for this week:

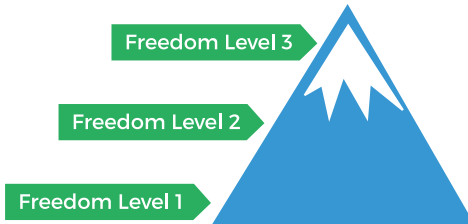
- Drop Cams: They are only supposed to be used for honor codes or eagle buck appeals. What is the penalty for any other use?
- 360s: Overall feedback? 1-5 or 1-10?
- What celebrations should we have? Ideas: water balloon fight, watch a movie, game time ... Write a list
- What should be the punishment of bringing nuts?: Go into strike for a week? 5 EBs? (Nothing will go into effect until approved by Guides)

Freedom Levels

Freedom Levels provide milestones for Eagles to measure long-term progress at Acton Academy. They reward heroic choices with more freedom and responsibility, like a more advanced driver's license.

Freedom Levels are based on 3 metrics:

1. Points = Develop impressive work habits
2. Badges = Showcase excellent work
3. 360 Reviews = Build healthy relationships



ES Example

	Freedom	Responsibilities
Freedom Level 1 (Nesting)	<ul style="list-style-type: none"> • Specific time for each <u>Core Skill</u> • Freedom to move around as needed 	<ul style="list-style-type: none"> • Set <u>SMART Goals</u> • Give and receive feedback • 50+ weekly Points
Freedom Level 2 (Flying)	<ul style="list-style-type: none"> • Open choice of Core Skills • More community freedoms • Can lead discussions 	<ul style="list-style-type: none"> • Set SMART Goals • Give and receive feedback • 150+ weekly Points or 16+ Badges
Freedom Level 3 (Soaring)	<ul style="list-style-type: none"> • Passion Projects in Core Skills • Leadership privileges (Supply closet, speech at <u>Celebration of Heroes</u>, lead a Growing Curiosity project) 	<ul style="list-style-type: none"> • Set SMART Goals • Give and receive feedback • 300+ weekly Points or 22+ Badges

MS Example

	Freedoms	Responsibilities
Freedom Level 1	<ul style="list-style-type: none"> More freedom than traditional school with <u>guardrails</u> to develop work/collaboration habits 	<ul style="list-style-type: none"> Badges = 0 Wkly Points = 250 360 = 6.0
Freedom Level 2	<ul style="list-style-type: none"> Earn more freedom in return for making progress on your <u>Hero's Journey</u> 	<ul style="list-style-type: none"> Badges = 6 Wkly Points = 300 360 = 6.5
Freedom Level 3	<ul style="list-style-type: none"> Substantial freedom in where, on what, and with whom you work 	<ul style="list-style-type: none"> Badges = 18 Wkly Points = 350 360 = 7.0
Freedom Level 4	<ul style="list-style-type: none"> Almost total freedom and responsibility; Eligible for AA Austin Leadership <u>Council</u> 	<ul style="list-style-type: none"> Badges = 36 Wkly Points = 400 360 = 7.5
Freedom Level 5	<ul style="list-style-type: none"> Go directly to LP FL2 when entering LP; Eligible for Acton World Council 	<ul style="list-style-type: none"> Badges = 50 Wkly Points = 450 360 = 8.0

LP Example

	Freedoms	Responsibilities
Freedom Level 1	<ul style="list-style-type: none"> More freedom than traditional school with guardrails to develop work/collaboration habits 	<ul style="list-style-type: none"> Badges = 7 Wkly Points = 300 360 = 7.0
Freedom Level 2	<ul style="list-style-type: none"> Earn more freedom in return for making progress on your Hero's Journey 	<ul style="list-style-type: none"> Badges = 26 Wkly Points = 400 360 = 7.5
Freedom Level 3	<ul style="list-style-type: none"> Substantial freedom in where, on what, and with whom you work; Eligible for AA Austin Leadership Council 	<ul style="list-style-type: none"> Badges = 54 Wkly Points = 500 360 = 8.0

Traditions

See more information on Traditions on pgs. 14 & 45.

Examples of Community Traditions:

Welcome/Greeter is a tradition for a Guide or Owner to welcome each Eagle by name and with a handshake and eye contact at drop-off every morning. Sometimes an Eagle will be an Eagle Greeter as well, as an act of service to the community.

Conflict Resolution processes are critical for the development of a strong community as well as some of the most important “learning to be” experiences.

Friday Celebrations are special activities on Friday afternoons to celebrate a hard week’s work.

Call to Attention is a unique method Eagles invent to get the attention of the Studio for an announcement. It can be a rainstick, a clever call and response, etc.

Yacker Tracker is an electronic device Eagles found on Amazon.com that promotes an intentional Studio. It looks like a stoplight, designating **red/yellow/green** time as silent work time/collaborative work time/free time. For each setting, it measures the noise level in the room and alarms if the decibel level is too high.

Mindfulness & yoga are a part of many Acton Studios as a way to center and focus, especially before or as part of a Socratic discussion.

Collaboration Cards serve as required meeting agenda to assure that collaboration during work time is intentional.

Team-building games can have a powerful effect in loosening up the Studio and building trust and friendship.

SMART Goals

Eagles set SMART goals each week, day, session, and year.

Diligently setting and reporting on SMART Goals is among the most important processes or systems at Acton Academy.

“SMART” defines characteristics of an effective goal.

- S** = Specific
- M** = Measurable
- A** = Agreed upon
- R** = Realistic
- T** = Time-based

ES Example:

Weekly Agenda & Reflection

X = did not start goal √- = started, but did not complete goal

√ = completed goal √+ = exceeded goal

Monday:

Goal/s: 1. _____

2. _____

3. _____

MS/LP Example:

SMART GOALS and Points Tracker									
Week of: 3/2/14		On my honor, the information on the sheet is true and correct.		Monday:	Friday:				
		Name _____		Initial: _____	Initial: _____				
		Running Partner _____		Initial: _____	Initial: _____				
Category	Pts	Goal	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total	RP Y/N
Khan skills	Starts: skills/wk (10 pts/skill if LT Goal Met)								
Reading	Pts = (Lexile*2.5x pgs rd)/50,000,000; science books and bios only; max 250 pts: 25 pts Goodreads		Goodreads Update and Posted						
Writing	50 Pts for each Writing Badge								

Studio Maintenance

Eagles are responsible for maintaining their own Studio.

Studio Maintenance is one of the most important systems at Acton Academy, both practically and philosophically.

Maintaining the Studio helps Eagles feel ownership. Maria Montessori said: "A place for everything and everything in its place." Keeping their space clean and leading the Studio Maintenance System help Eagles experience freedom and responsibility in their Studio.

Studio Maintenance is successful if:

1. It is entirely Eagle-led.
2. It becomes a daily habit.
3. The Studio is clean.

Example of a Studio Maintenance Org Chart:



Badges

Badges measure excellent work. Badges indicate when an Eagle has mastered a topic or goal. To earn a Badge, Eagles present evidence of their “excellent” work to peers or Guides for approval.

Badges provide accountability and transparency. Eagles and parents can use Badges to track major learning milestones and to see quality improve over time.

Badges show employers and colleges what you can do. Badges form the foundation of a portfolio to land a transformational apprenticeship or to impress a college recruiter. They can be directly translated into a traditional transcript for college admissions or transferring schools.

Weekly Badge Ceremonies cap off each week. With great ceremony, Eagles award each other Badges earned during Friday close, after the Badge has been approved by all necessary parties.

ES Example Badge Plan

Reading Badges	Reading 1	Reading 2	Reading 3	Reading 4	Reading 5
Writing Badges	Writing 1	Writing 2	Writing 3	Writing 4	Writing 5
Spelling Badges	Spelling 1	Spelling 2	Spelling 3	Spelling 4	Spelling 5
Learning to Be Badges	Character Traits + Focused Learner Foundation	Project Learner Foundation	Problem Solver Foundation	Socratic Discussion Learner	Leader Foundation
	Independent Learner Badge				

MS Example Badge Plan

Middle School

	Math 1	Math 2	Math 3		
Math	Reading 1	Reading 2	Reading 3	Reading 4	Reading 5
	Reading 6	Reading 7	Reading 8	Reading 9	Reading 10
	Writing 1	Writing 2	Writing 3	Writing 4	Writing 5
Deep Books	Writing 6	Writing 7	Writing 8	Writing 9	Writing 10
	Writing 11	Writing 12	Writing 13	Writing 14	Writing 15
Writing	Grammar				
	Civilization 1	Civilization 2	Civilization 3	Civilization 4	Civilization 5
	Civilization 6	Civilization 7	Civilization 8	Civilization 9	Civilization 10
	Civilization 11	Civilization 12	Civilization 13	Civilization 14	Civilization 15
	Quest 1	Quest 2	Quest 3	Quest 4	Quest 5
Civilization	Quest 6	Quest 7	Quest 8	Quest 9	Quest 10
	Quest 11	Quest 12	Quest 13	Quest 14	Quest 15
	Apprenticeship 1	Apprenticeship 2	Apprenticeship 3		
Quests	Apprenticeship 1	Apprenticeship 2	Apprenticeship 3		
Apprenticeships	Indep. Learner	Level V Hero	Running Partner	Socratic Leader	
	Phys. Dev. 1	Phys. Dev. 2	Phys. Dev. 3		
Servant Leader					
Phys. Dev.					

LP Example Badge Plan

Launchpad

	Math 1	Math 2	Math 3		
Math	Reading 1	Reading 2	Reading 3	Reading 4	Reading 5
	Reading 6	Reading 7	Reading 8	Reading 9	Reading 10
	Reading 11	Reading 12	Reading 13	Reading 14	
Deep Books	Writing 1	Writing 2	Writing 3	Writing 4	Writing 5
	Writing 6	Writing 7	Writing 8	Writing 9	Writing 10
	Writing 11	Writing 12			
Genre (Writing)	Three Draft 1	Three Draft 2	Three Draft 3	Three Draft 4	Three Draft 5
	Three Draft 6	Three Draft 7	Three Draft 8	Three Draft 9	Three Draft 10
	Three Draft 11	Three Draft 12			
Three Draft (Writing)	Grammar				
	Science 1	Science 2	Science 3		
Science	Civilization 1	Civilization 2	Civilization 3	Civilization 4	Civilization 5
	Civilization 6	Civilization 7	Civilization 8	Civilization 9	Civilization 10
	Civilization 11	Civilization 12	Civilization 13	Civilization 14	Civilization 15
	Civilization 16				
	Quest 1	Quest 2	Quest 3	Quest 4	Quest 5
Civilization	Quest 6	Quest 7	Quest 8	Quest 9	Quest 10
	Apprenticeship 1	Apprenticeship 2	Apprenticeship 3	Apprenticeship 4	
Quests	Apprenticeship 1	Apprenticeship 2	Apprenticeship 3	Apprenticeship 4	
Apprenticeships	Level V Hero	Running Partner	Socratic Leader	Project Leader	Studio Leader
	Campus Leader	World Leader			
Servant Leader	Foreign Lang. 1				
Foreign Language	Phys. Dev. 1	Phys. Dev. 2			
Phys. Dev.					

Weekly Points

Points measure hard work. Weekly Points provide a strong indicator of an Eagle's progress toward developing impressive work habits.

20 points equals 1 hr of focused work. Guides set point values for work so that 1 hour of serious, in-flow work earns 20 points. These can be changed week-to-week to change incentives in the "game."

Some work comes from the heart. Some activities, like Character Callouts, simply come from the heart, and are not awarded.

ES Example

Category	Points
Math: Khan	2 min active = 1pt
Math: Aleks	2 min active = 1 pt
Math: Dreambox	1 lesson = 5 pts
Reading: Lexia	2 min = 1 pt
Reading: Badge Book	2 pgs = 1 pt
Reading: Non-Badge Book	20 pgs = 1 pt
Spelling City	1 test = 10 pts
E-Ship Challenges	Level 1 = 10 pts Level 2 = 20 pts Level 3 = 40 pts

MS Example

Category	Points
Math: Khan	10 pts/skill for Pre-Algebra;
Reading: Deep Book	1 pt/pg
Reading: Non-Deep Book	1 pt/5 pgs
No Red Ink	10 pts/assignment
Learning Badges	See Badges
SMART Goals	10 pts Mon & Fri
Spelling City	1 test = 10 pts
Quest, Genre, Civ	See challenges

Tracking Progress Transparently

Tracking data on a white board can be a fast, flexible way to create transparency in the Studio. There are many ways to track progress and coordinate projects, but sometimes the fastest, simplest way is also the best way.

If you need to shed light on the Studio's progress, follow these steps:

1. Identify what you want to track (examples below).
2. Decide what data you need and from whom.
3. Post a blank chart in a place where everyone involved will see it everyday.
4. Invite everyone involved to fill out the chart.
5. When finished, reflect, discuss, or journal, then iterate and update.

What do you track?

- Points**
- Quest Progress**
- Minutes spent on X**
- Khan Skills**
- Eagle Bucks**
- Etc.**
- earned/asked/lost**

Example of Rapid Prototype Tracking:

Progress on Khan math this week:	Goal:	Minutes spent:	Skills mastered:
Eagle 1 (or Wk 1)			
Eagle 2 (or Wk 2)			
Eagle 3 (or Wk 3)			
Eagle 4 (or Wk 4)			
Eagle 5 (or Wk 5)			

Full-Circle Feedback / 360 Coaching

Peer feedback measures contribution to the Studio.

Feedback measures how well an Eagle is keeping his or her promises to Studiomates.

Warm-hearted / tough-minded attributes guide

feedback. Using these traits, feedback measures how encouraging an Eagle is to others and how well they hold themselves and others accountable.

Giving feedback is as important as receiving it.

Giving feedback	Receiving feedback
<i>Know others</i>	<i>Know yourself</i>
Practice giving growth-mindset feedback to become a transformative coach, manager, or leader.	Work with integrity by understanding how others view your contributions, strengths, and weaknesses.

Process Tips

- 1. Peer reviews happen regularly,** usually each session.
- 2. Model and role play Growth Mindset language.**
- 3. Think of the Studio as a small company.** Innovate with HR “best practices,” like those described in Laszlo Bock’s *Work Rules*.
- 4. Guides preview all reviews before publishing,** deleting insults and low scores that don’t include suggestions for improvement.
- 5. 360 scores are private to the Eagle.** We encourage Eagles to share their scores with their parents, but it is their choice.

Full-Circle Feedback & Reflection (ES Example)

Full Circle Survey, Year 7 Session 6

Honoring the Student Contract

1.

- Give your fellow Eagles feedback on how they have upheld and honored the Student Contract, using the format of 2 Stars and a Wish.
- Use this opportunity to give specific and useful feedback.
- Be sure to give feedback to the three names you chose.

Anika	<input type="text"/>
Audrey	<input type="text"/>
Benjamin	<input type="text"/>
Blake	<input type="text"/>

Name: _____
Date: _____

Full Circle Feedback Reflection and Goal. Session # ____

The most useful feedback I received was:
The most surprising feedback I received was:
My personal growth goal:

360 Coaching (MS/LP Example)

[Reviews Received](#) [Submit a Review](#)

Submit a Review: 360 Review Sept 2016

Instructions

Complete a 360 review for everyone in your studio. Once you're finished, click the "Submit" button at the bottom of this page.

Reviewee's Name	Warm-Hearted Score	Warm-Hearted Comments	Tough-Minded Score	Tough-Minded Comments
Doug Adams	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/>	<input type="text"/>	1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/>	<input type="text"/>

[Submit All Reviews](#)

Journey Tracker

Journey Tracker is Acton Academy's Studio software platform. It helps coordinate tasks and track data, such as:

- Goal setting and points
- Quest progress for an Eagle
- Quest progress for a Studio
- Individual Badge Plan progress
- Eagle Bucks
- My Peers

As Studios grow, Journey Tracker's value increases.

Especially in large, mature Studios, keeping track of so many moving pieces using 3rd-party solutions like Google Sheets proves to be nearly impossible.

ES Goal Setting

The screenshot displays the Journey Tracker interface for the week of July 03, 2017. The top navigation bar includes days of the week (Monday to Friday) and a 'Weekly Reflection' button. The main header shows 'Goals and Accomplishments for Thu Jul 6' with a 'Locked' status and a 'Week Total' of 64 points. On the left sidebar, there are buttons for 'Weekly Tracking' and 'Badges'. The main content area features two goal cards. The first card, 'Goal #1', is green and shows 'Reading' with '53.5 pts' and a checkmark. The second card, 'Goal #2', is red and shows 'Math' with '0 pts' and an 'X'. Below each goal card is a table with 'Goal' and 'Accomplishment' columns. The 'Reading' goal table shows a method of 'Reading - Badge Book', a start page of 290, and an end page of 350, with a '0.5 pt/b' rate. The 'Math' goal table shows a method of 'All KRS Quickables-13 version', a start percentage of 60, and an end percentage of 75.

Goal	Accomplishment
Method: Reading - Badge Book I am beginning at page: 290 I will get to page: 350 0.5 pt/b each	I read on page 297 (which means I completed 107) The Badge Book am reading is: <input type="text"/> I'll be able to earn
Method: All KRS Quickables-13 version I am beginning at: 60 percentage I will get to: 75 percentage per the week	I received percentage (which means I completed 0) How many Division Quickables have you completed? I'll be able to earn

MS/LP Goal Setting & Weekly Calendar

The screenshot shows a weekly calendar interface. On the left is a sidebar with navigation icons for 'Weekly Tracking', 'Badges', 'Eagle Bucks', and 'My Peers'. The main area displays a calendar grid with various tasks and appointments. A task titled 'Write a persuasive speech' is highlighted, showing a detailed view with a 'Description' field containing the text: 'A persuasive speech that will persuade your audience to take action on a community issue. This challenge...' and a 'Requirements & Approval' section with a 'Submit' button. Other tasks include 'Write a persuasive speech' and 'Write a persuasive speech'.

Quest Progress for an Eagle

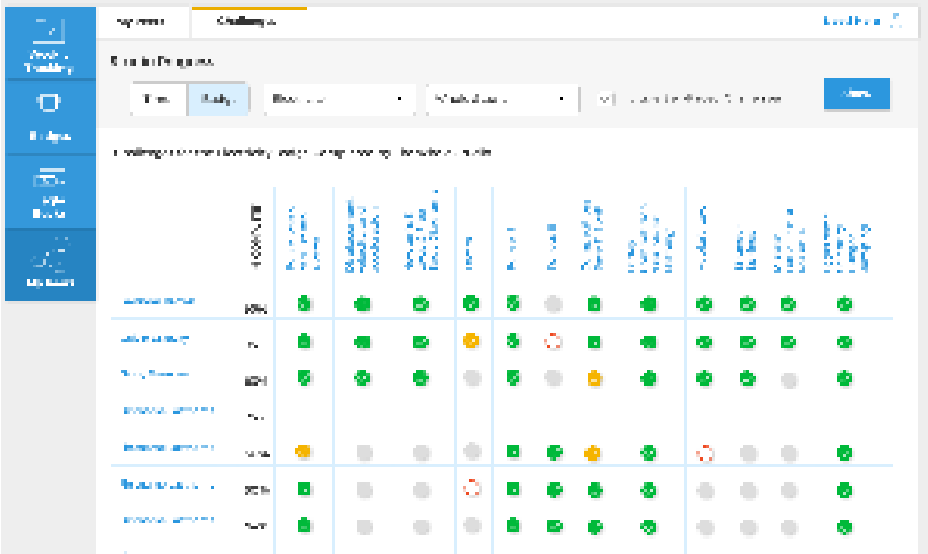
The screenshot shows a quest progress page for a badge titled "Badge: 'I Have a Dream for My Community'". The category is "Writing". The page is divided into three sections: "Description & Challenges", "Requirements & Approval", and "Discussion Board".

Description: A "I have a dream for my community," persuasive speech to improve your neighborhood or the City of Austin that is both visionary and pragmatic and follows the template given.

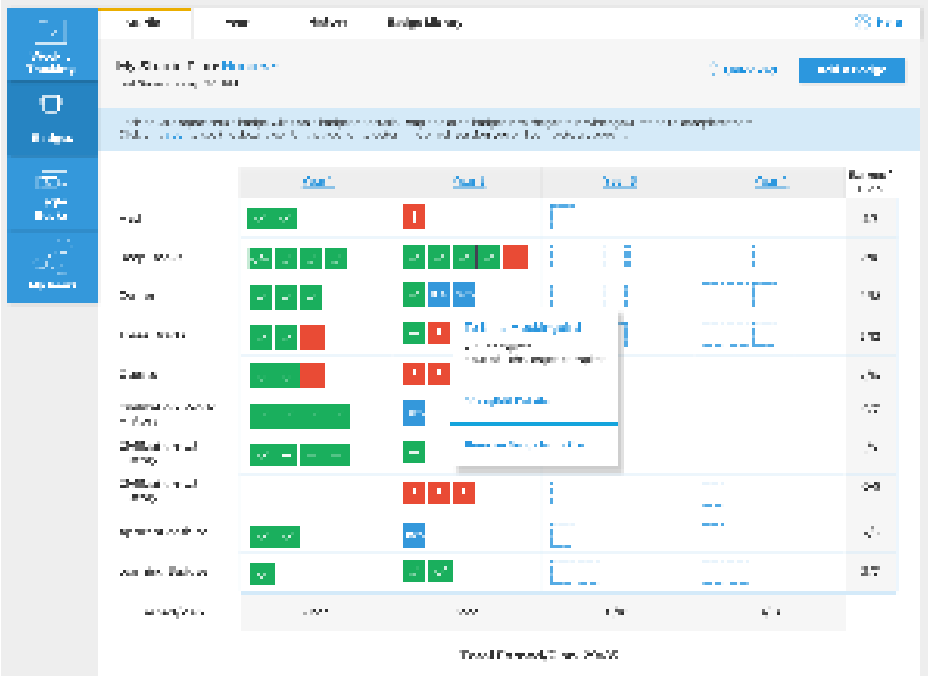
Challenges: See Studio Progress >

Challenge/Milestone	Deadline	Status
1. Pre-Writing	01/15/2017 4:00 PM	✓
2. Drafting	02/01/2017 4:00 PM	✓
3. Revision #1	02/05/2017 3:00 PM	✓
4. Revision #2	01/30/2017 12:00 PM	✓
5. Analyzing Style: Adding Style	01/31/2017 12:00 PM	✓

Quest Progress for a Studio



Individual Badge Plan Progress



Traditions

See more information on Traditions on pgs. 14 & 31.

Examples of Productivity & Tracking Traditions:

Exhibitions are the real-world accountability for Quests, where Eagles demonstrate for the community what they learned during that Session.

Portfolios are an Eagle's chance to compile the work they're most proud of into a format they could exhibit to a potential apprenticeship or college recruiter. Often the Studio will take time each session to compile portfolios.

Excellence Goals are an Eagle's Session-long "stretch goal" — something deeply motivating and exciting.

AWE Presentations are Acton Guatemala's "Authentic Work Exhibition" presentations, made twice a year in a fancy hotel ballroom to the school community. Each MS/LP Eagle prepares a 5-10 minute speech on the work they're most proud of from the past 6 months and their progress on their Hero's Journeys.

Personal Learning Plans are Eagle's year-long learning goals, set with parents each fall, then accounted halfway through the year and at the end of the year.

Weekly Reflection is a journaling exercise at the end of each week.

Big Rocks is a time management principle that some Actons use daily for powerful launch and close discussions. Each morning, Eagles state "My big rock today is ___," then report during close whether or not they completed it.

Collecting Badge Pins on a Hero Board or backpack is a fun way for Eagles to celebrate their Badge progress visually, and also adds to a healthy competition within the Studios.

