

## Figure 10.4: Procedure to Place Student in Supervised Study

1. **Placing teacher** explains to the student the purpose for the placement and what he or she needs to accomplish to be removed from supervised study (SS) hall. Placing teacher contacts the parents to inform them of his or her concern.
2. **Placing teacher** informs student the location that he or she must report for SS and the date the student must report. Please allow two days for counselors to enter the student in the SS roster (Monday form completion = Wednesday start date). See the next section for SS locations.
3. **Placing teacher** completes this form and turns it into the counseling office (emailing the form is acceptable as well).
4. **Counselor** adds the student into the SS roster and forwards a copy of the placement form to the SS teacher. If a peer tutor is requested, counselor will attempt to arrange a peer tutor from a prearranged list of volunteers.
5. **Counselor** will remove the student from the SS roster only when the placing teacher requests an end to the placement.

### Guidelines

- Teachers have the authority to place students in Supervised Study for learning-related reasons. Learning reasons may include but are not limited to low grades, low test scores, missing homework, failure to show mastery of standards, or other learning-related needs.
- Placements cannot be related to poor student behavior.
- Teachers will determine the duration of placement (minimum two weeks).
- A new form must be created for each placement.
- The placing teacher should attempt in-class interventions before referring a student to SS.

### Supervised Study Locations for First Semester
