

## **Student Assistance Center: Essential Information**

### **Room D118, Phone ext. 485118**

#### **1. Student Support Teams: (Advocate, Counselor and Administrator)**

1. A-D: Tess, Tami and Brady
2. E-K: Elise, Brad and Brady
3. L-Rg: Tanner, Mike and Theron
4. Rh-Z: Kyle, Lucilla and Theron

#### **2. Teacher Support: create a link / form**

1. Instructional Need:
  - a. The teacher chooses to have a student spend instructional time in the SAC to fulfill a more pressing academic need (take a test, etc).
2. IEP Requirement:
  - a. Per the student's IEP, the student requests a test be read aloud, etc.
3. Think Tank (facilitate student reflection on behavior)  
[Think Tank Procedures](#) , [Think Tank Referral Form](#)

#### **3. Advocate Responsibilities:**

##### **1. Student support:**

Advocates typically receive a caseload of 10-20 students assigned to them by their partnering counselor and administrator. They work with these students and report back to their team each week.

2. Back-up for unfilled substitute teacher assignments (assigned **only** by Jeanee)
3. Lunch supervision (assigned by Brady)
4. Teacher support:
  - a. Instructional Need: The teacher chooses to have a student spend instructional time in the SAC due to a more pressing need (take a test, etc).
  - b. IEP requirement: Per the student's IEP, the student requests that a test be read aloud.
  - c. Think Tank: Facilitate student reflection on behavior.
5. Hallway and bathroom monitoring