

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