

PATHWAY FOR STUDENTS WHO NEED ADDITIONAL ACADEMIC SUPPORT

Academic help for all students is provided at Sacred Heart Griffin:

- Teachers provide instruction and directions in class.
- Teachers are available before and after school to provide help for students.
- Teachers keep parents informed. (Document for future reference).
- Parents support the student academically by monitoring homework, study time, and time management skills appropriate to the student's grade level and ability level.

More help for some students:

- Teacher or guidance counselors may request an N.H.S. tutor for a student **in addition to helping the student**. The teacher must meet with the student at least three times before the request.
- Students may avail themselves to peer tutors and teachers in Study Hall.
- Teacher may contact the student's guidance counselor.
Guidance counselor evaluates the situation and advises a re-visit of one of the above steps or the counselor will contact the Learning Coordinator.

Teachers may ask the Learning Coordinator for suggestions about their own teaching strategies but they can not ask the Learning Coordinator to meet the student.

It is inappropriate for the student or parent of the student to directly contact the Learning Coordinator for help. See the process below.

SHG Learning Lab Referral Process

STEP 1: PRE-REFERRAL

- Teacher meets with student, addresses concerns, plans strategies, monitors progress as mentioned above.
Teacher documents dates of meeting with student beyond class time
It is highly recommended that the teacher let the parent know about the help.

STEP 2: REFERRAL TO GUIDANCE DEPARTMENT

- Teacher referral is made to student's assigned counselor if the student has experienced limited success with teacher interventions.
- Counselor will gather information from the student, his/her teachers, and parent(s) and if the counselor deems intervention from the learning coordinator is appropriate, will provide the information (test scores, schedule, teacher input, etc. to the Learning Coordinator).
- Counselor will consult with learning coordinator about appropriate intervention. (This may include referral to Dist. #186 for testing.)
- Most initial meetings with the learning coordinator will be scheduled before or after school. Parent support and transportation will be needed for this.
- After meeting with the student, the counselor, learning coordinator, and teacher(s) will meet quarterly to review information, define specific concerns, and plan new intervention strategies.
- Counselor and/or learning coordinator will talk with the student and parent to discuss the plan.

STEP 3: POST-REFERRAL

- Monitor student's progress through consultation with teacher, parent, learning coordinator and counselor.
- Plan on-going interventions to promote independent learning.
- If student continues to struggle, counselor will talk with parent to discuss possible referral for assessment through District 186.