

6th Assignment Guidelines – Buffalo Grove High School

GUIDED STUDY EXPECTATIONS

1. Organization – each period, with the exception of 8th hour, the Academic Support Center will be manned by at least one teacher.
2. Arrive on time to your assignment and remain there for the entire period.
3. Circulate and engage with students. Teachers should initiate contact with the students, assist them with organizing what they are to be working on for that period, and either work directly with the student or continue to check in with the students as they work independently.
4. Your role may fluctuate between the Academic Support Center and the ACT remediation program located in the library based on student need.

HALL DUTY EXPECTATIONS

1. Arrive on time to your assignment and remain there for the entire period.
2. All students should have a pass to access the hallways. If they don't, they must return to their class and obtain one. If it seems to be a repeating situation with a student, follow the referral process.
3. Students returning from lunch with food should go directly into the cafeteria. Students must not pass into either academic area without a pass or until the bell rings.
4. Bring referrals with you to your post. Inappropriate behavior should be documented as Information Only or Action Required and turned into the student's Dean ASAP. If needed, ask for a student's ID. If the behavior is extreme, locate security personnel or have someone locate one of the Deans.

