**South Hamilton CSD**

**7-12 Study Tables**

**PURPOSE:** To give students the **opportunity** to focus entirely on homework completion in a quiet, supervised, academic setting. Study Tables are not punitive, and students are not assigned to them as a form of discipline. This program will target chronic students in terms of assignment completion and poor overall grades.

**WHEN / WHERE:** Wednesday mornings from 7:20 to 8:20 AM, and afternoons from 3:23 to 4:30 PM in the South Hamilton High School Library. Attendance will be taken by the supervisor/principal.

**TRANSPORTATION:** Parents are responsible for picking up their student by 4:35 PM each Wednesday that they are in the PM Study Tables Program.

**COMMUNICATION:** Parents will be notified electronically of their student’s assigned Study Table by the Monday prior to the Wednesday Study Tables. Parents who are notified after Monday at 3:30 PM of a given week, can count on their student attending Study Tables on the Wednesday of the following week. Students that do not attend assigned Study Tables will have an e-mail sent to parents notifying them.

**COMPLETING HOMEWORK:** If a student completes any missing work prior to Wednesday, they can communicate with their teacher and the teacher can remove them from the Study Tables list.

**VOLUNTEER:** Any student can voluntarily stay at Study Tables to complete schoolwork. As long as students comply with the Study Tables work environment guidelines, they are free to attend each Wednesday. Contact the office if you would like to have your student attend Study Tables on a volunteer basis.

**PROGRESS:** Students must show progress towards completing schoolwork during Study Tables, or they will be automatically assigned to the next Wednesday’s Study Tables session.

**ASSIGNING A STUDENT:** Teachers assign students to the Study Tables list in the following manner:

\*Assess whether the student is simply missing one assignment, or whether they are chronically going to be missing schoolwork.

\*Let the students know you are putting them on the Study Tables list, and tell them which Wednesday they will need to attend.

\*Let the students know if there is a way for them to be removed from the Study Tables list.

\*E-mail the student’s parents to let them know which Wednesday Study Tables session their child has been assigned to, and for what reason.

\*Put the student’s name on the Study Tables list on Google Docs, under the appropriate date.

\*Physically remove the student’s name from the Study Tables list if he/she turns in the missing work prior to Wednesday, and e-mail their parents so they know their child will be coming home after school.

**SUPERVISION:** Study Tables will be supervised by the administration or their designee.

**TEACHER ACCESS:** Teachers are always free to work with, communicate with, or check on students during Study Tables. In some cases it may become necessary for students to work directly with teachers in their rooms during Study Tables (i.e. complete a lab, the need for specific equipment, special assistance by the teacher, etc.).

**FAILING GRADES:** At any time, a student with a failing grade or a D level grade, can be assigned to Study Tables by a teacher, the administration, or by parents. Typically these students will have missing assignments and will already be assigned to Study Tables.