

**BASH**  
**Intervention Center (IC) Criteria/Guidelines/Protocol**

Tutoring Placement Criteria (please refer to flow chart on reverse side of this paper)...

- Teacher recommendation based non-mastery of particular concept(s) or skill(s)
  - Can be based on a daily formative assessment
- Present course grade below a 72%
- Poor test/quiz/writing assessment score

Homework Placement Criteria...

- Teacher recommendation based on **consistent** non-completion of homework assignment(s)
- Teacher recommendation based on student missing work due extended periods of absence.
  - Can be based on a daily or long term project assignment

Tutoring Placement Guidelines...

- Teacher provides student with an IC pass and places a √-mark next to Tutoring.
- Teacher emails IC monitor - Martha Brooks, parent(s)/guardian(s), grade level principal, school counselor, and BASH monitors (c'cd) with necessary information for tutoring.
- Martha places student in tutoring session(s) based on his/her learning needs
  - Martha checks w/ tutoring teacher relative to attendance/progress of placed student(s) on a daily basis.
- Student to be placed for a minimum of three consecutive tutoring periods.

Tutoring Exit Guidelines...

- Formative assessment of skill concept (by referring teacher)
- Martha selects “reply to all” and c’cs the tutoring teacher and career portfolio advisor when informing referring teacher of student’s release from intervention center/tutoring

Homework Placement Guidelines...

- Teacher provides student with an IC pass and places a √-mark next to Homework.
- Teacher emails IC monitor - Martha Brooks, parent(s)/guardian(s), grade level principal, school counselor, and BASH monitors (c'cd) with necessary information for incomplete/missing homework.
- Martha works with student in the IC to complete required incomplete/missing homework

Homework Exit Guidelines...

- Homework assignment(s) completed
- Martha selects “reply to all” and c’cs the student’s career portfolio advisor when student is released from intervention center/homework.

Consequence of not reporting to IC...(one warning)

- IC monitor contacts main office (*Ext. 7435*)...
  - Grade level principal or school resource office personnel will get the student and take him/her to IC session/assignment
- Student placed in SH (LGI) until meeting with grade level principal to determine removal

\*Informational Loop...Parent(s)/guardian(s), grade level principal, school counselor, BASH monitors (c'cd), referring teacher (upon student release)

\*All communication relative to the IC assignment should be “reply to all”