



## **Traut Core Knowledge School Study Hall Policy**

Approved on February 5, 1998  
Sponsor: Art Dillon

### **Study Hall**

The purpose of TCKS' study hall is to provide a supervised place after school where our students can complete their assignments and get additional help as needed from the study hall tutor/monitor. It supports the pillar of "Student Responsibility for Learning" and allows our students to be held accountable for their work while providing a way for them to be successful in completing it.

Our student responsibility pillar states that our students are key partners in our goals of educational excellence and fairness, and that they will obtain the desired success as they recognize and accept their responsibility for their own learning. We emphasize that there is a cost for our students to attend TCKS, and that is the requirement to behave, and to work, both in the classroom during work times as well as at home in completing their homework assignments. Students who are falling short in accepting this standard are candidates for mandatory assignment to one or more study hall periods as needed.

The study hall is open from 3:00 – 4:00 p.m. Monday – Thursday when school is in session on those days, and is monitored by an adult who serves as both tutor and monitor. When students are assigned to study hall, they are to remain for the entire time, even if their missing assignments are completed before study hall is over. The students will remain with the adult tutor/monitor until released to their parents at the study hall door, at the curb outside school, or to the Boys and Girls club if authorized by their parents.

The standard operating procedures for the study hall include:

1. Teachers may assign students to study hall with a one-day notice to parents, using a school study hall pass. As students are assigned to study hall, teachers should also record their names on the study hall monitor's notebook to alert the monitor to watch for the students the next day. As part of our partnership, parents and students may choose to use study hall as a proactive means of insuring the students fulfill their responsibility for completing their assignments. When this option is used, the parents, students, and teachers need to communicate the time and expectations for study hall usage.
2. Students are expected to bring their notice of assignment to study hall as their "ticket" into study hall, and are to bring their materials needed to complete the missing assignments. The sending teacher can help by checking the student's materials before sending him/her to study hall. The study hall tutor/monitor will keep a supply of paper, pens/pencils, rulers, coloring



pencils or markers, erasers, and other commonly needed materials which can be “rented” by the students with a deposit of one left shoe.

3. As the students enter the study hall, they will be checked in by name by the study hall tutor/monitor, and assigned a work area. The study hall tutor/monitor will check with each student for materials and to prioritize homework assignments after all of the students have been checked in.
4. Since the study hall is intended to be a distraction-free work environment, students will work quietly, and will be responsible for staying on task for the full study hall time. Students assigned to study hall will remain in study hall for the full hour, and may read or work ahead after completing their missing assignments.
5. Study hall is not intended to be used as a convenient arrangement for day care for students who need to be supervised until their parents or carpool arrives – this is the purpose for after school programs such as Base Camp or the Boys’ and Girls’ Club.
6. Study hall is less appropriate for students in K-2, and should normally only be used by primary students if their teachers have assigned them to study hall.

### **Detention Policy**

There are occasions when a detention, or keeping a student in during recess, is an appropriate consequence for misbehavior. When this is the appropriate consequence, the teacher or individual assigning the detention usually assumes the responsibility for supervising the student during that recess. If the detention is coordinated with the lunchroom coordinator or playground supervisor, it may be served in the lunchroom or helping out on the playground as appropriate.

The study hall is for students who are missing assignments, and is not to be used as a detention for misbehavior.