

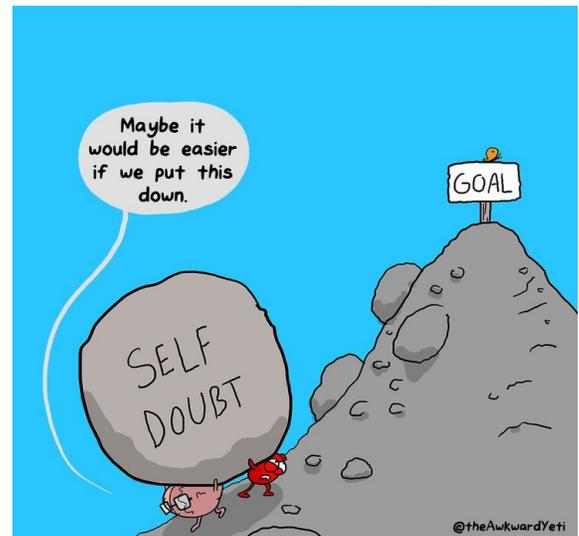
Learning Resource Center Expectations

Dear students,

All of us here in the LRC are here to help you SUCCEED. However, no one succeeds without effort. We are here to make sure your effort is put to the best use possible.

Here are some rules, based on the SAINT acronym this year!

- **reSpect** - yourselves, others and the classroom
- **perseverAnce** - Don't give up, ask for help
- **responsIbility** - You are in charge of your own education
- **CommuNity** - We take care of each other
- **faiTh** - We are a Faith community.
Each of us are to be treated as unique and loved children of God.



Respect: Writing Tests / Exams in the LRC

1. Students who have an IEP and/or have an LRC block are permitted to write tests in the LRC.
2. Students outside of the LRC without an IEP may write in the LRC if:
 - A teacher makes a recommendation, and
 - There is an extenuating circumstance supported with documentation
3. Except in special circumstances, tests must be done at the same time as their other classmates. If a test is rescheduled or deferred arrangements must be made at least one day in advance with both the subject teacher and an LRC staff member. Please note that tests must be completed within the school day (which could mean coming in at lunch or after school). Tests will be returned to the subject teacher at the end of the school day, whether complete or incomplete.

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4. If you are eligible for extra time, you may take more than the regular time to complete your assignment or test. All tests must be completed within a school day. Tests may be written throughout the day, including lunch and after school. The LRC closes at 4 pm.
5. Like in any class, cell phones and electronic devices must be turned into a staff member before writing a test. Tests are to be handed into an LRC staff member (students are not to deliver the test to the teacher themselves).
6. For term exams, students who are eligible to write exams in the LRC must sign up and specify which subjects they wish to write in the LRC. If a student signs up to write an exam in the LRC and does not show up on the day of the exam, they may lose future opportunities to write exams in the LRC.

Respect: Using Equipment in the LRC

1. Any equipment/supplies in the LRC may only be used with permission from a staff member. If you want to use a Chromebook, you must sign one out, and they must stay in the designated rooms that the LRC is currently using.
2. If you would like to use a calculator, you must turn in your cell phone or shoe(s). Upon return of the calculator, you will receive your item back.
3. Any equipment or supplies used must be returned in the same condition as when first borrowed. Just like a textbook, you may be held responsible for the cost of any damages to equipment through careless use. If you are found to be treating items carelessly, you may be banned from using LRC equipment.

Perseverance: Agendas / Planning Tools

1. This year, we will continue to use Google Calendar and Google Tasks. If you are using a paper agenda well, you can continue to use that. Each block you will need to fill in your various tasks, assignments, and assessments given in class. Extra-curricular and out of school activities may be added as well. One of the teachers or EAs will be checking it each block.

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2. Having your password is very important - both to access these tools, as well as to show them to your parents.

Responsibility - Working at your best

1. Students are responsible for the work, and assessment missed when away. Approach your teachers as soon as possible about what you have missed. Emailing your teachers while you are away is a great way to catch up! Speak to a member of the LRC staff if you need help here.
2. Pomodoro - Last year, most students did well with the Pomodoro method (25 minutes working, followed by a 5-minute break). After completing 25 minutes of work, you can ask for a 5-minute break. You don't need to take a break, but you are free to ask for one if you feel you need it.
3. Breaks - The purpose of a break is to renew your focus so you can go back to work. Some examples of how you can renew your focus include: Drawing, Listening to Music, a short walk, getting a snack, etc. Whether or not a staff member permits you to take a break will depend on how productive you were the previous 25 minutes.
4. Talking - If you plan on spending your 5-minute break chatting with a friend, you must have arranged this with staff before your break arrives. Staff always has the right to refuse this privilege.
5. Leaving the LRC Room - If you need to go to your locker, visit the washroom, or just stretch your legs, you are expected to be back within 5 minutes.
6. Eating or Snacks - In recognizing that students sometimes snack for a break, we will relax the 'no food in classrooms rule.' However, you are expected to put away any garbage. No food is permitted when using a Chromebook.

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7. Phone Usage - A smartphone has a large capacity to help you, and also to distract you. During a break, you are permitted to use your phone. However, some kinds of phone use can pull you in and makes it very difficult to start working again. These types of phone use include social media, YouTube, and most video games. If you feel like a particular video game will be relaxing and help you focus, then please get the permission of LRC staff first.
8. Chromebook Use - As you realize, students depend on the Chromebooks to do a large portion of their schoolwork. When Chromebooks are used to charge cell phones or play games, that leaves their batteries low and unusable for the next person.
9. Music - As mentioned previously, students are permitted to listen to music while working. If you'd like to listen to music, you must select a playlist and not have to constantly search for a new song every 3-4 minutes. If staff determines that using your device is a distraction rather than a tool to help you focus, you will be asked to put it away. If a student pulls out a phone after being asked to put it away, it will be confiscated. Please also have the courtesy to remove your earphones when someone is speaking to you.

Faith and Community - What We Are

1. We want you to understand what help or accommodations you need. That is something we will be working with you on continually over your time here.
2. The LRC is a unique place at STA. You will be working with the staff here more than any of your other teachers. We even work with your other teachers to help you. Often, we end up teaching you for all your years of high school! We care about you, your effort, and your *success* - always remember that.

Michael Field, Scott Barber, Colleen Stevenson

Learning Assistant Coordinators

(Student Signature)

(Parent Signature)