

Homework Help Rules and Regulations

Instituted: January 27, 2009

Teacher Responsibilities:

- **All scheduled teachers will be on duty from 3 – 4 p.m. in the Media Center.**
- **All scheduled teachers will sign in the time on duty (3:00) and sign out the time ending duty (4:00) on the teacher clipboard when covering Homework Help.**
- **The After-School Program Coordinator will collect the time sign in/out sheets and facilitate payment for teachers. (A copy will be given to the program manager)**
- **The After-School Program Coordinator will facilitate snacks for the students.**

Student Responsibilities:

- **All students will be in the Media Center promptly at 3:00 and stay until 4:00 each Tuesday and Thursday they attend Homework Help.**
- **Students must come prepared with class work or homework assignments, projects, etc. to utilize their time wisely when coming for assistance to Homework Help.**
- **Snacks will be provided to students attending Homework Help.**
- **Students are not to engage in texting, phone calling, etc. when attending Homework Help.**
- **All regular school rules and policies apply during Homework Help sessions.**

Program Manager: Margaret “Peggy” Menard

After-School Program Coordinator: Bobbie Ridley