

## Academic Resource Center Behavior Expectations and Contract

Dear Parents and Students,

The after school Academic Resource Center (ARC) is a place students can come to complete their homework and get tutoring support. We have support from adult volunteers, staff members and student tutors covering most core subjects. The ARC is open Monday through Thursday from 2:45-5:00 in the Media Center. The only exception is that on Wednesdays we sometimes meet in B306 and B308. Students must be at the ARC by 3:00 daily unless they are working with a teacher, attending a school sponsored club or sport.

**Below are behavior guidelines and expectations for students while attending Academic Resource Center:**

- 1. Students will respect all students, mentors, and staff. This is not a social club and students must be doing schoolwork or academic work to be allowed to participate.**
2. Students will sign in and out daily.
3. Students need to bring all necessary materials to complete their assignments. We have some books and supplies, but it is always best if you bring your own.
4. Students should bring a book or something to read when they finish their homework.
5. Students are allowed to bring snacks, but it is important that they clean up after themselves. Students may not order food for delivery or go and get food and return.
6. **Students must stay in the Media Center unless given permission to exit.** The exception is that students do not need permission to use the restroom. All other reasons to exit will have to be approved by Ms. Lynne, or Mr. Furry.
7. If you leave for any reason (with written approval) sign out and then sign back in when you return. Ms. Lynne or Mr. Furry will write a written pass that names the location of your destination. You must not go anywhere else in the building except the approved location.
8. All school rules, rights, and responsibilities apply.
9. All students will not take the elevator before or after ARC unless they have an approved elevator pass. The Northwest stairwell on B302 to B202 will be open for student exit and entrance.

10. Students and their parents are responsible to provide their own transportation home from ARC.
11. All student must sign the contract before they can attend ARC. The contracts will be available for signature on the first day of the student attends ARC. The contract will be kept on file.
12. If students do not follow any of the above school behavior and rules then the following will happen:
  - a) **Level 1:** The first time a Behavior Expectation Violation (BEV) occurs, the student will be issued their Behavior Expectation Contract that must be signed by their parent/guardian and their counselor, or case manager before the student may return to the ARC. Athletes must return the contract with a coach's signature as well.
  - b) **Level 2:** The second offense of a BEV will result in parents, counselors and case managers being contacted by Ms. Lynne or a counselor/case manager. For athletes, the violation will also be discussed with a coach and/or the Athletic Director. A behavior plan may need to be implemented before a student can return to ARC.
  - c) **Level 3:** The third offense of a BEV warrants written documentation of the misconduct to be submitted to administration for review. Students will have their misconduct reviewed by their respective SLC principal, whereas athletes will have their violation reviewed by the athletic department. Students who reach this level will not attend the ARC for four consecutive sessions. A behavior plan and meeting with Ms. Lynne must occur before the student can return.
  - d) **Level 4:** An administrator will call home after a fourth BEV infraction. The student will not be allowed to return to the ARC without administrator approval.

The purpose of the Academic Resource Center (ARC) is for students to have a safe, quiet environment to complete their school work and to get the support they need. We are not a drop in between sporting events, or a holding area between school and outside activities. **Students MUST bring something to do at all times.**

Lynne Richards  
Academic Resource Center Director  
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734-645-9407

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read the guidelines and expectations and know that I must follow these policies in order to participate.

Student Signature \_\_\_\_\_

Parent or Guardian Emergency Contact:

Name(s) \_\_\_\_\_

Phone

Number(s) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ (only needed if a violation occurs)

Counselor, Case Manager, Administrator, or Coach Signature (only needed if a violation occurs):

\_\_\_\_\_