

## **Learning Lab Guidelines Rights, Responsibilities & Rules**

Students in Levels 3 & 4 have the right to attend the Learning Lab and the responsibility to let others know when they are attending and when they have left. So, our rules are:

1. Your parents must sign a permission sheet before you attend for the first time. You must bring the signed form to the Learning Lab the first time you come.
2. Let your parents know in advance when you are going to attend Learning Lab.
3. Arrive promptly at 3:30 and sign in at the Learning Lab. Enter through the ramp to Becky's room.
4. Sign out when you leave. You may stay until 4:30 or leave earlier when you are done with your work.

Students attending the Learning Lab have the right to learn and the responsibility to let others learn by being quiet and not distracting. So, our rules are:

1. Bring work to keep you occupied. This could be class work or a book to read to yourself. Have the materials you need with you when you arrive at the Lab.
2. If you need help, quietly find an adult or peer to help. **Ask an adult for help with all computer problems.**
3. If you have work to do with a partner, let the adult supervisor know and find a spot where you will be able to do this without disrupting others.
4. If you are eating a snack, do so quietly. Throw away trash and clean up after yourself.

Students attending the Learning Lab have the right to be safe and the responsibility to make sure their actions don't make other people unsafe. So, our rules are:

1. Sign in and out every day on the attendance sheet so that the supervisor knows where you are.
2. Use materials safely.

Students attending the Learning Lab have the right to learn and the responsibility to use the equipment and materials in a way that helps them to learn. So, our rules are:

1. Use the computers carefully and for educational purposes only. Review computer lab rules posted in the computer lab.
2. Do not eat or drink anything (including water and gum) in the computer lab.
3. Do not touch or use Becky's materials or the materials of students in her class.

**If you have any questions, ask an adult!**

