

Good to know:

- The ARC is a quiet work environment
- We have desks for individual work and we have computers
- All school computers have programs that help with reading, writing, organization and planning
- Staff in the room will try to figure out how best to help you learn
- Sometimes staff will help with classwork, other times we will help you develop skills
- You may be asked to work on your own, rather than with a friend
- Each semester we have some lunch hours so be sure to find out what days we are open in case you need help with homework

Resource Pass—You **MUST** have a green pass. You sign in when you arrive and out when you leave—ask for a demonstration and an overview

If you have a question, ask!

The ARC is a Scent Sensitive Room so please avoid heavy perfume / cologne to support people with allergies—Thanks!

Computers

- ⇒ Be sure to use the ARC computers for schoolwork—we have a “NO GAME” policy in the ARC
- If you want to listen to music you need to:
 - ⇒ Have good marks in the class you dropped in from
 - ⇒ Be working on class work NOT a test or quiz
 - ⇒ Be doing your work in the Resource Room successfully
 - ⇒ Bring your own headphones
 - ⇒ Not be viewing videos—1 warning = loss of MUSIC privilege

SEA

- If you use board assigned technology (laptop, netbook, etc.)
 - ⇒ drop in to discuss how you will pick it up and drop it off each day
 - ⇒ Come in to set up wireless printing



ACADEMIC RESOURCE CENTRE

Student Guide

Helping you gain the greatest level of independent success possible

Room 133

How does it all work?



Drop in Students

- With your classroom teacher's permission (and a green pass) you can drop in to the ARC for help with classwork and skills development

OUR JOB:

- ⇒ We need to find ways to help you with your work but also, more importantly, with any skills you may need to work on

YOUR JOB:

- ⇒ You **MUST** have a plan for school work completion (for the class you arrived from) and share it with the staff on duty
- ⇒ You also **NEED** your notes, textbooks, supplies, etc. so if you arrive empty-handed you will not be admitted

If you don't do your part, we can't really help, so always arrive prepared

Skill Development

We can all learn new skills with the right coaching

- **Personal Management Strategies**
 - ⇒ We'll help you develop strategies to deal with areas of challenge that cause stress at school
- **Organization**
 - ⇒ We'll help with binders, managing needed supplies, note taking strategies, etc.
- **Time Management**
 - ⇒ Let us help you choose an agenda / calendar and stay on track using it
- **Assignment Management**
 - ⇒ Large assignments can seem hard to get started on. We can show you how to break it down into smaller, more manageable steps
- **Tech Support**
 - ⇒ We can work with you to become 'tech savvy' - that phone, tablet or iPod can actually be helpful at school for organization, time management, reading and writing
 - ⇒ If this sounds good, you need to discuss it with us!



Rou- Think about WHAT kind of help you need tines /

Policies

Noise Level—Many students use the ARC for less distraction and we all work better when we keep the noise down

Work Habits—Please practice good work habits. If your actions make it hard for others to work, the ARC will not be able to have you drop in for support

Office redirection—The ARC is not the office; if you are not following school rules, you could be asked to go to the office

Free Time—The ARC is a spot to complete work, then go back to class

- ⇒ Our focus is to help with classwork and to offer opportunities to develop skills
- ⇒ Students with free time who are not working on classwork and / or specific skill development will need to return to class

Room 134— Small Group Work Space

- Room 134 is a space we use when we have a few students down from a class at a time
- In this room we help with skill development (i.e. study skills, AT), small group instruction and an opportunity to complete 'louder' (i.e. posters, group work) assignments in a structured, supervised environment