

LLC Procedures – Fulmer Middle School

Why: Because we believe that failure is not an option and the quality of learning within each assignment is meaningful and attached to student growth, we will provide students multiple opportunities and time to complete assignments.

How:

1. Complete a LLC slip (triplicate half-sheet form) to include student name, teacher, name of teacher of last academic class, title of assignment, and indication of whether or not an assignment is attached.
2. Submit the LLC slip with attached assignment (if applicable) to Kelly Anderson's box by Thursday at 4:00pm.
3. Kelly Anderson will organize and distribute LLC invitations to students on Friday during their last academic class.
4. Students have the opportunity over the weekend to complete the assignment.
5. On Monday morning, students may report directly to Room 206 to submit their assignment to Kelly Anderson during homeroom. Should students not submit their work to Kelly Anderson on Monday morning during homeroom, they will report to LLC at lunch each day until the assignment is cleared.
6. Kelly Anderson will email a conclusive list of students who did not submit/clear their assignments so that all teachers are aware of which students need to report to Room 206 for Lunch Learning Center each day until the assignment is cleared.
7. Students on the emailed list will report to Room 206 upon the lunch bell ringing and will be provided a box lunch while they work on their missing assignments.
8. Students report to LLC each day at their designated lunch until the assignment is cleared. Students who do not report to LLC, will be located in the cafeteria and issued a discipline referral for failure to report to a teacher detention.
9. Upon completion of the assignment, Kelly Anderson will place the completed assignment with a yellow copy of the LLC slip to the teacher's box in the communication room.

Teacher Expectations:

1. Utilize LLC as an intervention to help students be accountable for meaningful assignments to the learning process.
2. Refrain from utilizing LLC for assignments such as missing homework, test corrections, etc.
3. Once the assignment is submitted to LLC, the work **MUST** be submitted by the student to Kelly Anderson and not the assigning teacher for record-keeping purposes.
4. Be consistent and timely with the submission of assignments to LLC.

Student Expectations:

1. Be aware of the procedures and opportunity to submit work, in order to clear the assignments prior to working on the assignment(s) at lunch.
2. Report directly to Room 206 at lunch time to complete missing assignments.
3. Complete missing assignments in a manner that would elicit an improvement in their overall learning and grade.