Please read.

LMC and CRC Guidelines

Hall and Transition

To avoid excess noise created during hallway transition times, teachers are expected to walk with their students as they transition. Remind students of appropriate hall behavior (quiet voices, no horseplay, no food, etc.).

LMC & CRC Guidelines

1. Always check the sign-out sheets BEFORE you come to the rooms.
   - The CRC sign out is in the lab.
   - The LMC sign out is in the LMC.
   - Be sure to sign your class up in advance.
   - If you are signing up for an entire House, please leave a contact name.
2. Classes have priority over individual students. Students will be sent back to the classroom if the LMC or CRC is full.
3. No more than **5 students** should be sent to the LMC or CRC without a staff person to supervise. Students MUST be sent with a green hall pass.
   - Instruct students to inform LMC/CRC staff when they arrive
   - LMC use – instruct students using computers that they are to fill up computers closest to the circulation desk upon arrival.
4. Curriculum related projects receive priority in the LMC and CRC.
   - If a class is not signed up, both environments will accept small groups of students (up to 5).
   - If you have not checked the sign out sheets, please call BEFORE you send students. CRC = 4-1983, LMC = 4-1933
5. No class or House should sign out excess blocks of time in the LMC or CRC. Be respectful that others would like to use facilities too.
6. Computers are used for curriculum related activities only.
   - <u>No games are allowed</u> for ANY students. This is school district policy.
7. The priority for LMC computers is research topics and finding resources. Creating student products should be completed in the CRC.
8. The LMC is not a pull out classroom. Small groups that meet on a regular basis need to use resource rooms or empty classrooms.

Please read.

9. Printing Guidelines
   - Only school related printing for both students and staff.
   - Students are limited to printing 2 pages per day.
   - All students should print to Q14 in the LMC. (Q5 in the CRC)
   - Students are required to ask staff for printing products.
   - Students MUST have permission to print and should have a pass when picking up their printing.
   - When printing curriculum related graphics, students must copy and paste their images into an MSWord document with at least 4 images per page. If your students do not have these skills, please set up a time for the LMS to in-service your class.

Reminder: Mrs. Woods maintains the lab. She is there to help students, monitor equipment use and make sure the equipment is working.

Research Projects

As should be expected, most of the demand for the LMC and CRC resources comes from research projects. By limiting the amount of time students spend on computers in the LMC/CRC to tasks that can ONLY be done on these computers, we should be able to accommodate everyone's research needs.

Research Steps

Please set up a time with the LMS for your class to attend a research orientation class BEFORE you begin using the computers.
The schedule for our facilities should look like this:
- Schedule 2 days in the CRC – 1 day for learning how to do an database/Internet search and 1 day for actual searching.
- Schedule 2 days in the LMC – 1 day for an overview of LMC resources and 1 day for accessing those resources.