

LEARNING LINKS INSTRUCTIONS

Dear Students, Parents and Faculty,

Wheeler High School is proud to offer Learning Links as an after school tutoring and test recovery program on scheduled Tuesdays and Thursdays. The second semester sessions will begin on February 7, 2012 and run from **3:35 to 5:00**. We offer bus transportation to any student living in our district.

➤ **Any student who wants to participate in Learning Links must fill out a permission form that can be picked up in the Media Center.**

1. Students wanting to attend a session now **will have to sign up the day before.**
2. The sign up forms are located on the www.wheelerlibrary.com website and the link is labeled **"Learning Links Sign Up."**
3. The sign up time period is from 8:00 a.m. until 3:30 p.m. on each Monday and Wednesday.
4. Students can sign up in the morning, during their lunchtime in the Media Center, or anywhere they have Internet access.

➤ If there is not a tutoring session on a Tuesday or Thursday, the link will be shut down.

➤ **When a student is filling out the intent to attend tutoring form, all questions must be answered or the student will not be allowed to attend that session.**

1. If a student does not use this method, **they will not be allowed to attend.**
2. Students may not simply show up and attend tutoring sessions.
3. Spaces for subjects are limited and will be served on a first come first serve basis.
4. The student will be required to attend only the subject for which they signed up.
5. They will not be able switch to a different subject.
6. When all slots are filled for a subject area, students **should not sign up for that area, and if they do, they will not be allowed to attend.**

IMPORTANT:

- **Students who sign up and later find out they cannot attend must go to the Media Center and see Ms. Marsala to take their name off the list before 11:00 a.m. on that day.**
- ✓ Students who did not get a spot for a tutoring session because it was full can check in the Media Center with Ms. Marsala after 11:30 a.m. on the day of the tutoring session to see if any spots opened up.
 - Students who take spots and fail to attend will be warned the first time and will be suspended from Learning Links for all other failing to attend offenses.
 - **Any student who shows up and is not allowed to attend for any of the reasons stated above will have to provide their own transportation home.**
 - **As always, students are expected to be on time and will not be allowed to attend if they are late.**

➤ Students can go to the Media Center to get help with this new sign up system.

We look forward to serving you this spring. If you have any questions please feel free to contact or see Ms. Marsala or Mr. Horn. You can reach them via e-mail or call the school at 770-578-3269.