

# **Welcome to the York Suburban High School "Trojan Learning Center"**



The Learning Center is staffed during the school day by certified teachers who are available to answer questions, clarify concepts, and provide technology support for assignments in all subject areas.

## **Learning Center**

**Room 121-123**  
**Hours:**  
**M-T-W-TH 7:15 – 4:00**  
**F 7:15 - 3:00**

## **Testing Center**

**Room 121-123**  
**Hours:**  
**M-T-W-TH - 7:15 – 4:00**  
**F 7:15 - 3:00**

**Contact information:**  
**Amy Loughran**  
**(717) 885-1270 ext. 8121**  
**[aloughran@yssd.org](mailto:aloughran@yssd.org)**

## **Guidelines for using the Learning Center**

Tutoring is the priority of the Learning Center. The goal of the Learning Center is to provide assistance and productive working environment for York Suburban students. In order to achieve this goal, Learning Center guidelines have been established and are enforced.

The Learning Center is open to all students before and after school, as well as, during their study hall periods as space allows. Students should report directly to the Learning Center. Students and teachers are expected to work together to ensure that a consistent quiet study atmosphere is maintained.

In order to maintain the Centers' high standards, the following are the procedures for the operation of the Learning Center:

1. The Learning Center is a quiet work room at all times. When students are using the room, they must behave according to

discipline expectations, which emphasize quiet study. Students coming to the Center must be prepared to work.

2. Students do not need to obtain a pass from their classroom teacher in order to leave study hall. Report directly to the Learning Center where attendance will be taken.

3. York Suburban Technology Acceptable Use Policy applies to the Learning Center. Macs are to be used for educational purposes only. No games or personal email is permitted. YSHS log-ins and passwords are required to use a Mac.

4. A maximum of 2 students may work at a table.

5. Students must sign in and out of the Learning Center unless scheduled to be there.

6. Students, who repeatedly do not follow the guidelines, may lose their Learning Center privileges.

## **Tutoring Program**

To help each student be successful, York Suburban High School has a mandatory tutoring intervention program for freshmen who receive a 69% or lower in core courses for any nine weeks grading period. Once marking period grades are finalized and report cards are posted, parents are notified by letter that their student is required to complete tutoring hours. The letter clearly

defines the philosophy of the tutoring program, the student's responsibility, and tutoring procedures. The student is required to attend a minimum of ten tutorial hours during the remainder of the 9 week grading period. Students may complete them in the TLC or by receiving help from their classroom teacher. Students will receive double credit for time spent with the classroom teacher.

In order to receive credit for tutorial time, the student must sign into the Learning Center and make contact with Mrs. Loughran. Signing the Student Sign-in Sheet is the student's proof of attendance. Attendance will be recorded electronically by Mrs. Loughran. Please note that only before or after school hours will count towards the required 10 hours. Tutoring completed with a classroom teacher DOES count DOUBLE towards hours. Please have the teacher email Mrs. Loughran. Failure to complete hours will result in disciplinary action.

The Learning Center teachers work in close cooperation with the classroom teachers to enhance the student's progress. Peer tutors are available in the Learning Center during after school hours. At the end of the nine week grading period, academic progress and the record of tutoring hours will be reviewed. In order to be released from this obligation, grades must be above a 69% and hours completed. Additional mandatory hours will be assessed according to procedures at the conclusion of each marking period until passing grades are achieved.

It is our desire to provide a positive place for students to access academic assistance. This program is designed to be supportive, rather than punitive. The goal of the

program is to encourage the development of positive habits that support academic success.

## About The Testing Center

The Testing Center provides support services for both teachers and students. We offer students the opportunity for a quiet environment in which to take tests and quizzes that they missed in class. This can be done during their study halls, lunches, Flex, and before or after school. Students do not need to leave class to take the test, thus missing more class time. Our Testing Center allows teachers to use valuable class time for instruction, rather than administering make-up tests.

## TESTING CENTER PROCEDURES

1. Students should report directly to the Learning Center during the time agreed upon by the student and classroom teacher. A STUDENT MUST HAVE MADE ARRANGEMENTS WITH THEIR TEACHER IN ADVANCE IN ORDER TO TAKE A TEST. This is to ensure that the appropriate test or quiz has been sent to the TLC for the student.

2. NO CELL PHONES are permitted to be visible while testing. Mrs. Loughran may request that it be stored in her cell phone basket until the testing is complete. Any cell phone usage will be considered cheating and will be reported to the teacher who issued the assessment.

3. Students assigned to a study hall must report directly to the Learning Center to

take their test. This will make optimal use of testing time.

4. Upon entering the Testing Center, please check in with Mrs. Loughran and be seated in the location designated. Place books and bags on the floor and away from you while testing. Students should be prepared for their assessment prior to reporting to the TLC.

5. Upon finishing the test, students will have the option to remain in the Learning Center or return to study hall, if time permits.

8. NO PARTIAL TESTS WILL BE GIVEN. STUDENTS CANNOT TAKE A PORTION OF A TEST AND THEN RETURN LATER TO FINISH THE EXAM UNLESS APPROVED BY THE CLASSROOM TEACHER.

9. Students are not allowed to leave an academic class to come to the Testing Center and take a test. Students may use the Testing Center only during study hall, lunch, Flex, or before or after school.



TLC