

# Learning Lab Floater Instructions

## *Floater Responsibilities:*

### 1. Attendance:

Collect attendance from the teachers who are in classrooms within your designated area. Be sure that the teachers have marked the Learning Lab classroom number on the Learning Lab Attendance form. The teachers will be using these forms to take attendance for students who have signed up and been given green passes to attend their lab on that day.

Follow the procedures below when students are marked absent or tardy.

- When a student is marked absent from a classroom to which he/she received a pass, the floater should check with the regular Learning Lab teacher to see if the student is in attendance in the regular Learning Lab.
- If the student *is not* in the regular Learning Lab, the student is truly absent and the regular Learning Lab teacher should mark him/her absent on their PowerSchool attendance.
- If the student *is* in his/her regular learning lab, the floater should report back to the classroom teacher who marked the student absent to let them know that the student is at school and is present and accounted for in their regular Learning Lab.
- When a student is marked tardy to a classroom where he/she has been given a pass, the floater must report this tardy to the regular Learning Lab teacher.
- The regular Learning Lab teacher should change his/her attendance on PowerSchool to reflect the tardy received in the other classroom.

When all students have been accounted for and attendance has been updated, the floater should leave the Learning Lab attendance sheets with the attendance secretary.

**The Learning Lab teacher should keep all green Learning Lab passes in a file for future reference.**

### 2. Hall monitoring:

- Floaters are to monitor the hallways during Learning Lab time.
- Bathroom passes are not to be given during Learning Lab; students are expected to use the bathroom during the passing periods before/after Learning Lab.
- If a student is not in his/her assigned location, the floater should take the student to the Main Office to see the Dean of Students.

### 3. Sweep of Restrooms:

- Floaters should check the restrooms at the beginning of Learning Lab to make sure students are not 'hiding out' in the restroom.

**4. Assist as needed:**

- Once attendance has been collected and the halls are 'clean', floaters should see if they can be of assistance in the library, the computer lab, or the reading lab.
- Floaters should be available to help other teachers as needed.

**5. Supervise Learning Labs:**

- If a teacher wants to hold a study session during Learning Lab, a floater may be asked to supervise his/her lab during the study session. This would be **arranged in advance** and an administrator/student services personnel would take the floater's duties for that day.