



# HOMWORK CENTER



Zachry Middle School

Rm B114 (Quiet HW Time)  
Rm D126 (Group Work, Projects  
and Computer Access)

**Hours: Monday- Friday 7:30am-8:23am**

**Monday-Thursday 3:45pm-5:00pm**

Please make arrangements with your child ahead of time to come early or stay late.

Assistance is available  
in all subjects.

After school snacks  
provided when on  
time by 3:45pm

## Morning Procedures:

1. Breakfast first in cafeteria if eating at school.
2. HWC opens at 7:30am.
3. Sign in.
4. Raise your hand for assistance.
5. Come for HW help, not to socialize.
5. Come prepared with all of your materials (pencils, pens, homework, etc.)
6. Sign out and go back to assigned morning area.

## Afternoon Procedures:

1. Check into HWC by 3:45pm (HWC is on a first-come-first-serve basis. If we are at capacity, you will need to call home and make other plans to go home or check your tutoring schedule with other teachers that have tutoring times in their rooms.)
2. Sign in.
3. Snack will be provided.
4. Raise your hand for assistance.
5. You will be asked to leave if you are off-task or disruptive.
6. You must leave campus after signing out with a pass.
7. Club LT students must check in with LT, get snack from LT and ask for a pass from the LT instructor prior to coming to HWC. You must ask for a pass from HWC teacher to return to LT and be back with your instructor by 4:45 p.m.