Library Procedures 6th-8th Grade

Welcome to the Library! I am looking forward to a great year with all of you. – Mrs. Unger

1. Students are expected to be in their assigned seats, on time, with all required materials and be ready to begin class at your scheduled library time. You are required to bring a pencil and a spare, a folder with pockets and a book to read each time you are in the library. ***If you are not in your assigned seat and ready to begin and/or unprepared, you will receive a lunch detention.***
2. Assignments will be collected at the beginning of the period they are due. Assignments handed in after this are considered *late* and will be treated accordingly. Although there is no grade in Library, you may be assigned projects by your other teachers which *will be graded* and are expected to be completed during library time. If your projects are not completed during library time (ie. because you are disruptive, etc.), they will be completed on your own time at home.
3. Respect yourself, respect others, respect your school. This includes no cursing or foul language, no rocking on chairs, running, pushing, writing on or defacing any library property including books, shelves, tables and chairs. When dismissed, you will exit quickly and quietly and push in your chair for the next class.
4. Listen when your teacher is talking.
5. Follow directions quickly.
6. Raise your hand for permission to speak or stand.
7. Be on time, be on task and ready to learn every day.
8. No food, drink or gum in the library at any time.
9. Once class begins, *do not* ask to be excused. Make sure to use the bathroom between classes or in homeroom. If you have an emergency, you may use a bathroom pass. If you have an emergency, you planner is to be filled out with today’s date, the time, your destination and presented to the teacher to be signed.
10. If you are disruptive during library class, you will receive a lunch detention. The third time you are disruptive in library class this school year, you will receive a behavior referral to Mr. Hahn, an afterschool detention or possibly a Saturday detention.
11. Using the computers is a privilege. Your Acceptable Use Policy form must be on file before you will be allowed to use the library computers. You will not damage the keyboard, monitor or other parts of the computer and will take good care of all equipment while using it.
12. You are to use only teacher approved websites during library time. Social media and other websites not pre-approved will be grounds for you to be removed from the computer for the remainder of the class. No exceptions. The second time you are on a website that has not been pre-approved, you will receive a behavioral referral to Mr. Hahn and/or a detention.

Please sign and have your parents sign and **return to Mrs. Unger by no later than your next scheduled library class:**

Student: Teacher:

Parent/Guardian:

Date: