

*Sign and return by
for 5 points*

South Fayette Middle School
Classroom Expectations: Library 5



Librarian: *Mrs. Clayton*

Each student who successfully completes this course will be able to:

- Use the Online Card Catalog to locate books
- Locate fiction and nonfiction books
- Identify the 10 major divisions of the Dewey Decimal System
- Conduct searches using Power Library to find information

Library rules:

The library has a single rule: **show respect.**

Students are expected to:

- respect themselves,
- respect their classmates,
- respect the teacher,
- and respect all library materials.

This includes, but is not limited to, following directions, working quietly, and keeping hands/feet/objects to oneself.

Consequences will be enforced for students who cannot show respect in the library. Consequences include: warning, loss of book time, seat change, behavior assignment, phone call/email home to parents, and/or after school detention.

Library procedures:

- Enter the library quietly
- Use the first ten minutes of every class for Book Time
- Clean up all materials and return promptly to your seat at the end of Book Time
- If class work is completed early, READ!
- At the end of class, place all work in-progress neatly in your table folder
- Leave shelves, table area, and computer workstations clean and neat

Book Time (Use of the Library):

Students will be given time to use the library daily, for 10 minutes at the beginning of class. During this time, students may:

- use the online card catalog
- check in/out books
- read books/magazines silently
- make up missed work

Materials:

Students are expected to be prepared for class each day, with:

- a writing utensil (a pencil or pen)
- agenda
- something to read

Grading Policies:

O	Outstanding	90-100%
S	Satisfactory	70-89%
U	Unsatisfactory	Less than 70%

Tests, quizzes, and projects are 45% of your grade.
 Book Talks are 10% of your grade.
 Class work is 35% of your grade.
 Participation is 10% of your grade.

Participation includes being prepared for class, involvement in class discussions, and proper behavior during book time.

A test or project will be given at the end of each unit.

Attendance and procedures for make up work:

- Attendance is *extremely* important since most of our work can only be done in the library
- Handouts or class work missed can be found in your table folder
- Arrangements must be made by the student to make up work during activity period, before school, or after school. *It is the student's responsibility to complete missed assignments!*

Library Materials:

- Library books are checked out for a period of two (2) weeks
- Library books can be renewed as long as no other student has requested the book
- Library fines are 5 cents a day when overdue
- New magazines cannot be checked out
- Old magazines can be checked out for one (1) week
- Reference materials may not be checked out
- *It is the student's responsibility to return books on time!*

Technology Reminder:

When using computers in the library, all students must adhere to the guidelines outlined in the district's Acceptable Use Policy. Student use of the Internet is required to complete the objectives of this course. Mrs. Clayton will approve all websites used for library assignments; students may not "surf" the web for entertainment purposes in the library! Students may lose computer privileges if the Acceptable Use Policy is not followed.

Student Signature _____

Parent Signature _____

Parent email address _____