

LMC Study Hall

Being in the library during Study Hall is a privilege. In this room, you have access to print materials (books, newspapers, & magazines) for academic and recreational use as well as computers for academic purposes only. Because of this, you will be expected to meet a higher standard of expectations than the typical study hall room. Many of these expectations are a review of regular library use, but there are a few additional items to be aware of as you start the school year.

1. **Be prompt.** At the second bell, you must be in the room or bring a pass with you stating why you are late. If you do not have a pass, you will be sent back to your Study Hall room and the Study Hall supervisor will be called.
2. **To reserve a spot-** if you desperately need to get into the LMC, make sure to get a pass explaining what you need to accomplish from the subject teacher. Example: you have a poetry assignment due for Mrs. Krizan; she needs to sign the pass, not Mr. Hart.
3. **Teacher Passes.** If you need to travel to another teacher's room, you must have a pass with you prior to class to be able to leave the library. If you plan on being in the teacher's room all hour, take the pass to your Study Hall supervisor and do not sign into the LMC. Otherwise, you are not being courteous to others that may have wanted or needed to use the LMC.
4. **Respect others** that are in the room by keeping the sound level low. The library is used for a lot of purposes – test taking, classes researching, etc. that we need to practice respectful behavior before these instances occur.
5. **No food or liquids.** Because of the carpet and resources available in this room, no liquids will be allowed. Items will be confiscated and thrown into the trash can. Please keep such items in your locker.
6. **Two-to-a-table.** For obvious reasons, only two students can be at a table. If you need to work in a group, please show a pass from the teacher that assigned the group project to Mrs. Cook or Mrs. Longmire *before* placing tables together. Please remember to replace tables to their correct location.

– Continue on back –

I understand the expectations of the Library Media Center Staff and will maintain the decorum necessary to set an example for others in the LMC. If I do not meet the expectations discussed in the handout, I comprehend the consequences and will abide by Mrs. Cook and Mrs. Longmire's decision in regards to my said behavior.

Signature

Date

Study Hall Hour

Study Hall Teacher

7. **Limit computer use.** Yes, you are in the library and there are 10+ computers within your view.
- a. However, based on the school district's computer policy, computers are for academic use only and (in the library) you must sign out a computer before using it.
 - b. Based on a new law, all electronic records must be archived; this includes internet activity. Now all internet activity is recorded and if your account is found to be in violation of the policy or called to the attention of a building staff member, you may find yourself suspended from the computers.
 - c. Classes and students with passes have priority. Do *NOT* expect to have computer access during study hall.
 - d. One student per computer *unless* you have a pass to complete group work.
 - e. Remember to use iLocker or a jump/flash drive to transport files/documents to and from school.
 - f. The multimedia computers are for multimedia purposes or overflow only (meaning they can be used only if no other computer is available) due to specialized equipment & software loaded on these two computers.
 - g. Inappropriate printing will cost you \$.10 per page. The new printer is defaulted to duplex. Make sure to change the printer properties if you want your items one-sided.
8. **Respect the atmospheric areas within the room.**
- a. The silent reading area is for silent reading; enjoy the comfortable seating but no talking please (notice how close this area is to Mrs. Longmire's desk).
 - b. The couch area is not for watching movies or sleeping; it is an alternative place to study and to talk quietly (no giggles/laughter, etc.) or you will be asked to move.
 - c. See Mrs. Longmire or Mrs. Cook if you need assistance; such as, locating an item, citing sources, or using equipment.
9. **Once you are in, you are in.** You will not be allowed to leave the room, unless it is absolutely necessary. Make sure you are responsible and bring all the items you need for the hour. You will be limited to five (5) passes a quarter to go to the bathroom, locker, etc.
10. **Violations-** if you are not following library policies, you will be asked to return to the Study Hall room. Depending on the offense, you may be penalized:
- a. one day (arriving late, leaving early, etc) or
 - b. 2 weeks, semester, or the rest of the year.
 - c. If a student is being disruptive, we will give warnings first. However if warned repeatedly and continually disrespects the purpose of the LMC, the student will experience a consequence for his/her behavior.