Policies for sending students to the Library Media Center

Student Rules

1. **Students are not allowed to use computers without their own computer login.**
2. Students MUST always have their own barcode to get into the library. Students should have received a planner/agenda with their barcode and a student ID with their barcode. Please do not send students to the library for any reason if they do not have their own barcode.
3. Study Hall: Teachers may only send up to 5 students per study hall to the library.
4. When students report to the library for study hall, they MUST STAY with us the entire period. Please remind students to run any errand and stop by their locker to collect materials before they sign in.
5. Students are not allowed to leave the library once signed in. However, if a student is not working, distracting others, or otherwise creating a behavioral issue, we will email you to let you know that are returning to your study hall. If the student has any additional consequences, we will discuss those as well.
6. Printing: If a student needs to simply print something during study hall, please send them when 5 minutes remain in the period. They will then check into the library and stay until the bell.
7. Homeroom: You may send 1 student at a time from your homeroom to the library. If you have student who does not have a study hall, they should get first priority to use the library during homeroom. If your student is not working, they will be sent back to you. During homeroom, we will allow students to check back out and return to homeroom.
8. Class: Please always limit the numbers of students you send in during your class and only send students who have a specific task to complete. Students that you send during your class period may check out during that class period so they can return to your class.
9. Teachers need to check up on their students using our sign in sheet. Our sheet is on the T://Drive under the folder “Library Sign In” and each day we have a new sheet with the date listed. If a student has not reported to the library within the appropriate time, it is your responsibility to write a discipline referral.