

August 27, 2008

Dear Parents or Guardians,

We expect the very best behavior in the library. Quiet and considerate behavior when using the library is important. Pulaski Paws will be awarded to students making great choices. Paws may be saved up to cash in for special privileges. When there are problems, two warnings will be given, then there is an **in class time out**, where your child will be expected to write out what their problem is, why it was inappropriate, and what behavior is expected in the library. They may then rejoin the class. If there are still problems, your child will then take a **teacher to teacher time out**. Further problems will result in a visit to the **time out room** and a **phone call** to you at your home or work place. The **behavior write-ups** will be reserved for the most severe disturbances.

Please be aware that if your child takes out a book and either loses it or damages it, the school district requires that the book be paid for. This can affect whether or not your child receives a report card. All library obligations must be settled before the end of each marking period. If your family is in a state of economic hardship, arrangements can be made for the child to work off the cost of the book. Removing the spine label or the barcodes count as damaging the book. A fee of \$1.50 per label will be assessed if the book is returned without them.

If a book is accidentally damaged, please return it to the library as soon as possible so that it can be properly mended. It is the responsibility of the student to immediately inform the librarian if they check out a book that was damaged by another student. We can only track the book back to the previous user. If a book is merely overdue, we do not charge late fees, but in all fairness to the other children, please make sure that the book is returned as soon as your child is finished reading it.

Because the Library Catalog is web based, you and your child are expected to sign the district Acceptable Use Policy. If you choose NOT to sign it, your child will be unable to get fullest benefits out of their library experience. It will mean that they are unable to use ANY school computer in the classroom, computer lab or library. We strongly urge you to consider signing it and returning it with this letter.

This information has been reviewed in class with the students. Please review it carefully with your child. Both student and parent/guardian must sign the bottom portion. Please feel free to contact me at any time by calling the number below or by emailing me at the address listed below. You may also check the school website for additional information and support. I look for your support and hope we all have a pleasant and productive school year.

Sincerely,

(302) 429-4136 ext. 12945

berbezam@christina.k12.de.us

http://www.christina.k12.de.us/pulaski

http://www.christina.k12.de.us/pulaski/library

Marcia Berbeza

Pulaski School Librarian

I have read and understand the expectations for this class, as listed above. I will do all that I can to do my very best (student) / to help support my child's success (parent/guardian) in this class.

Student _____ **Date** _____ **Rm. #** _____

Parent/Guardian _____ **Date** _____