

Learning Commons

Behavior Expectations

1. **Have a Pass to enter the Media Center.** The pass must be from the teacher you are doing work for. Sign in on the iPad when you enter the door and leave it in the basket. When you leave, sign out and take your pass with you. If you stay until the end of class, leave your pass in the box and Mrs. Longgood will give it back to your teacher. If you need to leave the media center to go to your locker, bathroom, get a drink, etc, let Mrs. Longgood or Mrs. Fillenwarth know before you go.
2. **Follow the Directions of the Media Center Staff.**
3. **Be Polite and Considerate to others.** Speak quietly, ask to borrow supplies, do not do anything that will disrupt someone who is working. You may listen to music with headphones.
4. **Be Productive.** No wasting time. Go back to your classroom when you are finished with what you came to do. If you have time to stay in the learning commons, try the Challenge of the Month, create something in the makerspace, read in a window seat, check out CNN or ESPN online, look at Google Earth, play a game with a friend, find a new book, etc.
5. **Makerspace is for exploring!** Pursue your interests and explore new ones. When it's time to leave save a project you are working on in the black drawers, put everything else away. Make sure the table and floor is ready for the next student and push in chairs.
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7. **No Food, or Gum.** Drinks with lid only. Let us know if you spill. It happens, but we want to clean it up before it becomes a stain.
8. **Speak in a soft inside voice.** You may work in groups and discuss your assignments or study together, but not loud enough to disturb others.

9. **Return all materials, pick up trash and push chair in, leave area clean and neat.** Leave your area ready for the next student.
10. **Be Responsible: bring materials back on time and in good condition.** You may check books out for 3 weeks. If you have an overdue, you may not check out another. If you are not finished reading a book when it is due, bring it in & renew it. Books checked out for 4 weeks are considered lost, and you must pay for the book, provide a new or gently used copy of that book or another book needed in the NHS Learning Commons (talk to Mrs. Longgood) or bring the overdue book back before checking out another.

Consequences:

1st warning: You will be asked to do whatever it takes to correct the problem – go back and get a pass, get back to work, leave your snack/drink in the office until you are ready to leave, clean your area, etc.

2nd warning: You will be asked to return to your classroom. Your teacher may be notified of the problem.

3rd warning: Loss of library privileges, detention or referral to the office.

For overdue books: (We do not charge fines)

1. You will not be able to check out books if you have an overdue book. Books may be checked out for 3 weeks.
2. If your book has been checked out for 4 weeks, it will be considered lost and you will be asked to renew it or pay for it (we charge what the book originally cost us, not the replacement value). If you pay for a lost book, and later find it by the end of the year, your money will be refunded.
3. Any books not returned or paid for at the end of the year will remain checked out to the student. Students will not be able to check out books until the overdue book is taken care of. Seniors who still have outstanding library books will need to clear those in order to walk at graduation.