

## Orientation for all students

Welcome to Pi Beta Phi Elementary and the 2008-2009 school year! After a restful summer break, we are glad to see each returning student and welcome all new students to the Pi Phi "family".

The media center is open to all students at any time of the school day with the permission of their supervising teacher. The goal of the library is to provide an environment where students can find books to read, locate educational materials for projects, and study in a relaxing atmosphere.

1. Students in the kindergarten may check out one book for one week when accompanied by their parent/guardian.
2. Students in the first grade may check out one book in his/her name for one week. When this book is returned, another book may be checked out.
3. Students in grades 2-3 may check out two (2) books at a time for a two-week period.
4. Students in grades 4-8 may check out up to three (3) items at a time for a two-week period. Exceptions may be made to accommodate vacations and projects.
5. **Students in grades 4-8:** students are assessed a fine of ten cents per day (not including weekends, holidays, or sick days) for each overdue item. If students have the maximum materials checked out, their checkout privileges are denied until overdue items are returned.
6. Lost/damaged items are the students' responsibility. Payment for the items is expected. Notices will be sent home.
7. The library is open each day at 7:30 and closes at 4:00. Extended hours will be offered during school-wide projects like science and social studies fair. Times will be announced.
8. Grades are given to students in grades 3-8. It is the student's responsibility to make up any work that is missed.

### **Expectations:**

1. Respect all people and materials.
2. Work quietly and do not disturb others.
3. Follow directions.

### **Consequences:**

1. Verbal warning.
2. Step 1 documentation.
3. Notifying parents.

Ms. Linda and I hope you each have a great year! If you have any questions, please ask us!

Mrs. Gunn