

Advisor Agenda – All Grades

Monday, November 30th

1. Read Daily Bulletin
2. Student Council Report
Please have your student council representative give a report on the happenings at student council. Let them gather input from your group if they need it.
3. Activity - Review Library Expectations
Attached please find a copy of the library expectations. Please read through with students and facilitate a discussion if that works for your group.

Expectations and Consequences in CV Library

General behavior

The library is designated for quiet study and policies have been established based on respect, responsibility, and safety: to each other, to library staff, and to library property.

- Respect library furniture and materials: cover textbooks, protect books from damage, do not leave books on top of lockers.
- Sit in chairs, not on top of tables, carrels, or on the floor.
- Leave food and drinks (including water) in backpacks, or place on table by the check-out desk.
- Keep your voice low -- quiet discussion with neighbors about homework is OK.
- Carrels are for individual, silent studying.
- The Library is considered a classroom with regard to use of cell phones and other electronics and the same rules shall apply. Cell phones, games, or other electronic devices should be used outside of the library.
- iPods, CD players, etc., may only be used by students studying alone, not shared. Music must be inaudible to others.
- Play all games elsewhere.
- A current student ID card and a clear account (no overdues, fees, or fines) are necessary for check out.

Computers

- Respect equipment and furniture.
- Follow district technology rules, signed at beginning of school year.

- Appropriate Internet sites only: Visit chat rooms, blogs, real-time sites at home.
- Buy and sell things at home only: eBay, Craigslist, etc.
- Enter DOS and network broadcast only at home.
- Use your own login.
- Use computers for educational purposes, except for brief email and personal research.
- One student per computer, unless engaged in a team project.
- Laptops and other electronic devices must adhere to general computer rules.
- Save paper. Print only one copy, and only school work. Cut and paste all pertinent Internet research to Word before printing, unless unavoidable.
- Print syllabi, quizzes, study guides, lab instructions at home.
- Any printing not meeting the criteria mentioned above costs \$.10 per page. Color printing (for school work only) is available from the “Dewey” printer for \$.50 per page.

Consequences:

Students who do not follow library policies will be asked to comply and may be asked to leave. Repeated incidents may result in suspension from the Library and referral to the Assistant Principal.

Consequences for inappropriate use of electronics are the same as those for inappropriate classroom use: Devices may be confiscated until the end of the period; repeated violations require that the confiscated device be held by an administrator until the end of the school day.

March 7, 2008

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