

Saint John Academy

Catholic School

After School Library Homework Session Policy Letter

**After School Library Sessions take place on Tuesdays and Thursdays
Available for Grades 4 through 8 only**

Library Rules:

1. If a student does not have homework or research, he or she should NOT attend the After School Library Homework Session for that day. We will periodically walk around to see if the student is working on homework or research. If no homework is being done, he or she will be asked not to attend the next After School Library Home Session.
2. Students will conduct themselves in an appropriate manner while in the library.
3. Students will need parental permission to remain after school to use the library.
4. Students will report to the library at the same time as walkers are dismissed at 2:55.
5. Students may not leave the school grounds and then return to the library.
6. Students must be picked up by parent or designated adult, or have parental permission to walk home or go to Extended Day.
7. **Students not picked up by 3:45 PM will be taken to Extended Day.**
8. A *sign in/sign out log* will be maintained. Adults will need to sign out students with an exception being made for walkers who have a permission slip from parents on file.
9. Students **and** parents need to sign a form stating they understand library rules of conduct.
10. Students must remain in the library until picked up by proper adult. Walkers may be dismissed without an adult if they have a permission slip on file.

St. John Library will be open for students in grades 4 – 8 to use after regular school hours on Tuesdays and Thursdays.

PERMISSION SLIP FOR AFTERSCHOOL LIBRARY HOMEWORK SESSION

Dear Parents,

We would like to open the library Tuesday and Thursday afternoons, 3:45pm, for homework, reading, research and studying.

This is an opportunity to use the computer or internet for extra research, use reference books, or to study quietly.

Attached please find the rules we will enforce. If you and your children would like to take advantage of our hours anytime this year, please read through the rules together and sign below to show agreement. We must have this form on file in our library for your child to be admitted. If your child can release him/herself out, please note that, too.

Thank you,
Mrs. Gray, Librarian

1. I will follow these rules:

Student **name** and **grade** (please print) and **signature**

2. I have read these rules with my children:

Parent **name** (please print) and **signature**

3. My child (ren) _____ may be released to walk home.

Parent **signature**