

**Secondary Disclosure Document**  
East High School - Library Learning Center  
Mrs. Sarah Herron  
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**I have always imagined that Paradise will be a kind of library. — Jorge Luis Borges**

2015-2016

**Class Description**

- Student aides help with the maintenance and organization of the library media center.
- The assignment is for either one term or one semester at the discretion of Mrs. Herron.
- Students must have passing grades, acceptable attendance and a responsible book checkout history in order to be considered as aides.

**Course Assignments**

- Shelving library books according to the general Dewey Decimal system and the specific organizational needs of the library.
- Looking for and completing other tasks in the library.
- Maintaining the neatness and cleanliness of the library and the computer area for student and teacher use.
- Reading and writing one (1) book review per term for a total of 2 reviews per semester.

**Course Materials**

- On days when library work is completed early, bring a book to read or homework to do.

**Course Requirements (Attendance, Tardies, and Discipline)**

- Follow all school policies. (5 unexcused absences = NG)
- Library expectations include the following:
  - Be ready to work when the bell rings.
  - To listen, follow directions, and respect others' ideas, rights, and property.
  - Be polite, thoughtful, honest, and sincere.
  - Be on your best behavior when in the hall or a teacher's classroom when running errands.

Behavior that does not meet the above expectations or that involves abusive language, insensitive treatment of another student or group of people using the library, vandalism, four or more tardies, or other inappropriate behavior will result in an N or U in citizenship and other appropriate consequences.

**Grading Procedures**

- Academic Grades are based on the accumulation of points for quality work. Demonstration of quality work will include knowing the Dewey Decimal system and how books are organized in the library and properly shelving library books.
- Citizenship Marks are determined by your behavior in class or while on errands, tardies, absences, and adherence to school and library policies.
- Grades may be accessed by using Power School via the Internet.

**Please sign the following and return to Mrs. Herron:**

- Student Name: \_\_\_\_\_ Student # \_\_\_\_\_
- Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_