

Student Expectations

1. Use of the media center:

- a. Students are expected to maintain a quiet study atmosphere and adhere to the [Columbia Student Expectations](#).

2. Before and after school:

- a. The library is open during guideroom from 7:05 am to 7:20 am and after school from 2:05 pm to 3:00 pm (2:20 pm on Thursdays).
- b. Students who wish to use the library before school must check in with their guideroom teacher *before* they come to use the library.
- c. If the library needs to close after school, it will be on the announcements.
- d. Students do not need to show their ID to use the library after school; however they must sign in.
- e. If needed, bus passes will be given to students who use the library after school.
- f. During guideroom and after school, students are expected to have work to do and to respect the study atmosphere. Any student who becomes disruptive to the study atmosphere may face disciplinary consequences up to and including expulsion from the library.

3. Food and drink (other than water) are prohibited in the library:

- a. Students who bring in drinks or food must store items at the circulation counter by the entrance to the library.
- b. If necessary, students may eat or drink non-h20 beverages at this circulation counter.
- c. Students are permitted to drink water at the library tables. However, the water should be in a clear container with a lid.
- d. Students may not have water by the library computers.
- e. Students who break this simple rule will be asked to leave the library.

4. Students classes, science flex and study halls:

- a. Passes are required for students to come to the library from classes, science flex and study halls.
- b. During each period, study hall, science flex and classroom teachers may send up to **five** students to the library for the duration of the period.
 - i. In study halls, students with a pre-signed pass from a core teacher to visit the library will have priority over students who do not.
 - ii. Study hall teachers reserve the right to give priority to students with pre-signed passes from core teachers.
- c. If a student needs to return to class, a librarian will sign the original pass and he/she must sign out when leaving.

5. Students from lunch periods:

- a. If students choose to spend their lunch in the library, they must understand that we do not allow food or drink.
- b. Students who come to the library before the bell rings do not need a pass.
- c. They must present a pass and arrive within the first 20 minutes of the class period.
- d. Students must remain in the library until the end of the period regardless of what time they enter.
- e. We do not give passes to the cafeteria.

6. Free periods for seniors:

- a. Seniors are welcome to come to the library on their "free" periods, but must sign in within the first 20 minutes of the period.
- b. Seniors who sign into the library during a free period must stay until the end of the period.
- c. In compliance with school rules, passes are required from students who enter or leave while the period is in session.
 - i. NHS cards will be honored if students can present the NHS card and respect library rules. Students with NHS cards must sign-out when leaving the library.

7. Student sign-out:

- a. Students must sign out to visit restrooms, guidance, locker and nurse.
- b. When signing out students must write their name, their time-out and circle their destination.
- c. When they return to the library, students must write their time-in down on the sign-in sheet.

8. Physical space:

- a. Students must respect the physical space of the library.
- b. In order to maintain an academic atmosphere, only four students are permitted in each seating area.
 - i. Students working on a group project or in a study group for an exam may sit in larger groups, but only with permission of a librarian.
- c. No student should vandalize or deface library property at any time.
 - i. Any student found vandalizing the physical space of the library may face disciplinary consequences up to and including permanent expulsion from the library.

9. Use of personal technology devices:

- a. Columbia High School is a "No Cell Phone Zone".
 - i. Cell phones need to be stored away while visiting the library.

- b. eReaders and personal laptops can be used for academic use only.
- c. Students may use headphones at a respectful volume to listen to music on their personal electronic devices.
 - i. If a student does not respect the study atmosphere in the library, he/she will be asked to put his/her headphones away or, headphones will be confiscated until the end of the period.

10. School computers are for academic use only:

- a. Library computers are not to be used for games, text messaging, or personal email.
- b. Students found on inappropriate sites or misusing computer privileges in any way will be directed to log off.
- c. Failure to comply may mean suspension of a computer account.

11. Students are not permitted to sleep in the library.