**7th Grade Library Skills Disclosure**

Teacher: Mrs. Ingersoll

Room: 202

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**Dear Parents and Students:**

I am very excited about this semester and look forward to getting to know each of you better. It has always been my goal to inspire students as they become better readers, writers, and thinkers, and I am eager to get started.

Below you will find an outline of the basic information regarding course materials, expectations, and policies for my class. Please print it off, review it, sign the back page, and return it to me by **Friday, January 23rd**. I have also provided a place where you can give me your preferred email address so we can stay in better communication. Please contact me if you have any questions or concerns. The best way to reach me will be at the email address listed above.

**Course Overview:**

In this class students will have an opportunity to improve and practice skills related to reading, research, organization, information literacy, etc. To read about specific standards we will address in class, you may visit [www.uen.org/core](http://www.uen.org/core) under “Library Media”. There will be rigorous coursework, but it will be worth it! I am very excited to witness the quality of student work rise as students push themselves to become better throughout the year.

**Daily Materials:**

Students should enter my class each day prepared with their **binder** (including all work for my class), **lined paper**, a **pencil,** a **pen** (with ink that is easy to see), a **red pen/pencil**, whatever **textbook** is required for the current unit (if applicable), and an **independent reading book** (personal choice).

**Homework:**

Assignments are the backbone of instruction at any grade level.  They will be worked on in class after instruction has been given.  Most work for Library Skills will be completed in class.  On occasion, students will not complete work prior to the dismissal bell.  If that is the case, the unfinished assignment becomes homework and is generally due the next class period.  All work is due by the end of class on the day it is called for.

**Late/Make-up Work:**

If a student is absent for any reason, it is his/her responsibility to find out what work he/she missed and to turn it in. Missed assignments must be completed at home. I have a place in my classroom where students can get worksheets and handouts from previous classes. I will also have a binder in the classroom which will hold a running list of the daily agendas for each of my classes. Students must coordinate a time with me to make up missing quizzes and tests. It is preferred that these be completed before or after school.

Late assignments and re-submits are almost always accepted in this course. There is a box in my room designated for late work. Late work will be accepted no later than 5 school days after the due date.  Each day that it is late, it will be docked 10% of the earned score.  On the 5th school day past the due date, it will be worth no more than 50%.

When students are absent, they will have the same amount of school days to make up work as they were absent (e.g. when a student is absent for 2 days, he/she will have 2 days upon return to turn in missed work for full credit).  Special arrangements will be made for long-term excused absences. If there are any extenuating circumstances, please contact me to make arrangements for make-up work.

**Grading:**

You may access your student’s scores and grades online through the online Gradebook, which can be accessed through the link on the Quest Academy webpage. I will update grades in the gradebook on a regular basis, at least once weekly. If you have any questions about your student’s grades, feel free to contact me.

Students receive points for participation in the activities of the class. Since these points are earned on a daily basis, they make up a large portion of the final grade in the class. Consistent, daily participation is an important way to ensure a good grade in this class.

**Tardy Policy:**

The students will be greeted at the door. Any student(s) not seated and ready for class when the bells rings will be considered tardy and will need a tardy slip from the office.

**Classroom Expectations:**

In addition to the school rules for Q2, my students will have the following classroom expectations:

* Be in your seat and working on the starter by the time the bell stops ringing.
* Come to class prepared with all necessary materials.
* Listen to and follow directions given by the teacher.
* Make choices that do not interfere with your learning or the learning of your classmates.

**Classroom Library:**

My classroom library is open to my students provided they respect the privilege of utilizing this resource. The loss of respect will result in the loss of this benefit. Books must be checked out with me. Students are responsible for all books in their possession: text, library, or belonging to others. They will need to pay for a replacement if they cannot return a book in its original condition.

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Student and parent(s) should read, sign, and return this bottom portion of the disclosure to Mrs. Ingersoll. Students should keep the rest of the disclosure to refer to throughout the year.

As the Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I have read and discussed the contents of this disclosure with my student.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email Address (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_