



James S. Deady Middle School Library Action Plan (simplified)

***unless with teacher, 5 student max in library at any given time.

Teachers are encouraged to bring their classes as a whole to the library if it benefits their instructional program goals

- A sign in sheet has been created and is available to facilitate reserving of time slots
- Please do not just show up with your class, the sign in sheet is a means of ensuring that the library is expecting you and there are no conflicts with others trying to integrate the library resources into their instruction. [Here is a link](#) .
- If you have difficulties accessing the sign in sheets, please call the circulation desk @ 045228 or my office @045210. emails work too.

Teachers can also send unescorted students with a hall pass.

- Please limit one pass per student. ([Printable passes](#))
- Please do not send more than 2/3 students at a time.
- Students should have a reason for being sent to the library, for example: to study, do research, find a book, read, work on or complete an assignment (please note the reason on the pass).

Students may also visit the library unescorted provided it's their lunch period, otherwise they must have a pass from the scheduled teacher.

- Lunch 6 11:42-12:12 (*no other grades without teacher permission*)
- Lunch 7 12:22-12:52 (*no other grades without teacher permission*)
- Lunch 8 1:02-1:32 (*no other grades without teacher permission*)

Students may also visit in the morning before school.

- These students must obtain a pass from the front desk at the entrance of the school.
- Ms. Alonso or Ms. Blas can help these students with a pass.



James S. Deady Middle School Library Action Plan (simplified)

***unless with teacher, 5 student max in library at any given time.

- **Teachers** can
- schedule to
- bring their
- **whole class** to
- the library by
- using [sign in](#)
- [sheet](#) that is
- available online.
- **Teacher must be**
- **present.**

- Teachers can
- send
- **unescorted**
- **students** (max
- 3) with a [pass](#)
- that states
- what they are
- to do in library.
- **Max 5 students**
- **in library.**

- **Students** may
- visit library
- during
- scheduled **lunch**
- **period.**
- However,
- students must
- obtain a pass to
- do so. **Max 5**
- **students during**
- **this time.**

- **Students** are
- also
- encouraged to
- visit library
- **before school.**
- Must obtain
- pass. **Max 5**
- **students**
- **during this**
- **time.**