



Mrs. Elia Flores

Media Specialist / 9-12
2023 - 2024



CONTACT ME:



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<https://us.accessit.online/JNS01/#!/dashboard>



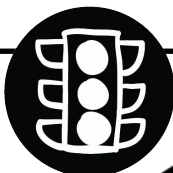
CLASS MATERIALS:

Required:

- ☐ Library Pass from teacher
- ☐ Student ID Badge
- ☐ Laptop and charger
- ☐ Assignment from Teacher
- ☐ Pencil/Pen
- ☐ One Composition Notebook

Recommended:

- ☐ One portable mouse
- ☐ One pair of earbuds
- ☐ Four or more highlighters
- ☐ College-ruled filler paper



CLASS EXPECTATIONS:

Rules

1. Follow directions quickly.
2. No blurting or profanity
3. No wandering.
4. Make smart choices.
5. Do not move furniture without permission

Procedures

1. Be seated when tardy bell rings.
2. Listen for the instructions.
3. Use electronic devices **ONLY** with teacher permission.
4. Maintain a clean and orderly work area.
5. Bring all of your supplies to class daily.
6. Complete all of your work and turn it in on time.

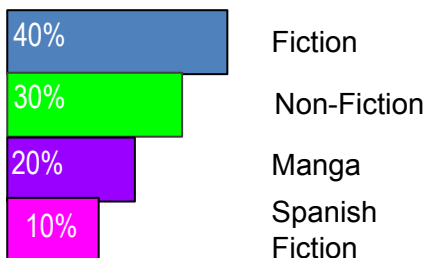
Consequences

1. **Warning:** the teacher provides a verbal reprimand/reminder to student.
2. **Return to Teacher:** student returns to classroom to contemplate conduct.
3. **Detention:** time spent during lunch or after school to contemplate conduct.

*****Referral to Administration:** a student will be immediately referred to administration for severe behavior problems.***



BOOKS:



You must have a library pass from your teacher and your ID Badge to check out books. Please browse quietly and once you make your selection bring to Mrs. Flores. Books are on loan for 2 weeks and you may renew for 2 more weeks if needed. Please return books on time and take care of them.



TARDIES/ ABSENTEE POLICY:

PLEASE KEEP UP WITH YOUR BELL SCHEDULE there are no tardy passes from the library to class.

If you are in the library independently please let Mrs. Flores know it is time for you to leave.

IF you are in the library as a class, wait to be dismissed by your teacher or Mrs. Flores.

YES, WE DID SOMETHING IMPORTANT WHILE YOU WERE ABSENT.

It is the student's responsibility to check the calendar and with their teacher to find any assignments missed.



TECHNOLOGY:

Laptops will be used daily in library for school work only and not for gaming or videos that are not assigned by your teacher. The majority of class assignments, projects, and assessments will be completed digitally through CANVAS or online via our Summit K-12 platform. Students are expected to abide by all school and district digital safety rules and guidelines. Failure to do so will result in said student being banned from technology while in class.

Desktops may be used for projects, testing and classwork. You may also request printing for your school work.



PLAGIARISM / CHEATING:

Plagiarism is the taking ideas and writings of another and passing them off as one's own. **Cheating** is defined as acting dishonestly or unfairly in order to gain an advantage.

In this class, plagiarism / cheating includes...

1. turning in another's **work** as one's own
2. **copying** work from a friend in class, before class, or while in another class
3. including a source but failing to **cite** it
4. copying an **author's exact words** and passing them off as one's own



Students caught plagiarizing / cheating, will have their work picked up and turned in to your teacher and parents and administration will be contacted.