Dear Students/Parents/Guardians,

We are beginning a new school year and are looking forward to working with you and your child. The Azalea Garden Middle School (AGMS) Media Center is filled with books and other resources that not only support and reinforce learning but also foster an enjoyment of reading. Within this letter you will find hours, policies, expectations (rules), and an outline of the Media Center program for the 2018-2019 school year. Please do not hesitate to call if you have any questions or concerns at **(757) 531-3000 ext. 3028.** Thank you for your cooperation and support. Working together, we can make this a great year for your child.

 Sincerely,

Ms. Fairweather

Library Media Specialist

Ms. Bailey

Library Media Assistant

Ms. Britt

Computer Lab Assistant

**Hours of Operation**

The Azalea Garden Middle School Media Center is open from 8:00 a.m.-

2:30 p.m. daily except holidays and posted school closings.

**Programs**

Children are able to visit the library in small groups for check-out between the hours of 8:30 a.m. - 2:30 p.m. This year we are adopting a new policy, books may be returned after morning announcements until 2:30 p.m. The Media Center is also used as an extension of classroom activities. Teachers use the Media Center for both small and whole group instruction. Parents and guardians are also invited to use the Media Center!!!

**Expectations**

All students coming to the media center individually or in small groups must have a pass i.e.… library card from their classroom teacher. Students must enter and speak quietly while in the media center and are required to follow the Azalea Garden Middle School, School-Wide/Media Center Discipline Plan and Pledge. Please remember to respect the media center. It is a classroom that is shared by everyone. With this in mind, please throw any trash away and return things back where they belong.

**Policies/Procedures**

Policies and procedures will be introduced during Media Center Orientation. As partners with you and your child, we can achieve much. We want to take this opportunity to explain the behavior plan for the Media Center.

**Classroom Rules**

1. Follow directions first time given.
2. Keep hands, feet, inappropriate language and other objects to yourself!
3. Work quietly and independently.
4. Share the space respectfully with others.
5. If you need help, raise your hand.

**Rewards for Following the Rules**

1. Books
2. Pencils, stickers, erasers
3. Calls and notes home

**Consequences for not Following Classroom Rules**

1. Students return to class
2. Parents contacted
3. Referral to appropriate administrator

**READ ON!!  
AGMS**

Up-coming events:

Battle of the Books/Book Club

Scholastic Book Fair 11/29-12/7/18