

The library will be open until 5:00 p.m. on Thursdays in January and February. Students using the library after school must have permission from both a teacher and a parent or be supervised by either the teacher or the parent. Teacher/parent permission is provided by the following 'Library Assignment Pass' which supplies information concerning the individual students' needs and time parameters. Parent permission requires consent, contact information, and time parameters, as well as permission to move the students to aftercare after 5:00 p.m. when the library staff leaves for the day. Students may also be accompanied by either a teacher or a parent in which case no pass is needed. No food or drink is permitted in the Media Center.

Library Assignment Pass

Student Name _____

Teacher _____ Date _____

Time In _____ Time out _____

Assignment

- Student should be sent to Extended Care upon completion of assignment
- I will pick up student at approximately _____ (not to exceed 5:00 p.m.)
- Medical Information provided if needed

-
- Student being picked up by someone other than parent/guardian
Pick – up contact information provided below

Name _____ Phone _____

Parent signature _____ Date: _____

Parent/Guardian contact information _____

Teacher signature _____ Date: _____