

**Indian Hills Elementary Library Disclosure 2024-2025 Dana Savage**  
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**Office Hours: 2:30 to 2:45**

Parents can make an appointment to come to the school/classroom to view the instructional materials being used in the class. Please contact Mrs. Savage to set up a time if you would like to view materials we are using in class.

Los padres pueden hacer una cita para venir a la escuela/salón de clase para revisar los materiales de instrucción usados en la clase. Por favor, póngase en contacto con Mrs. Savage para fijar una cita si le gustaría ver lo que usamos en la clase.

### **Salt Lake City School Library Mission Statement**

The mission of the Library Learning Center is to ensure that students and staff are effective users of ideas and information. A strong Library Learning Center program, administered by a certified Library Technology Teacher, positively impacts student achievement. The Library Technology Teacher is a certified teacher, instructional partner, information specialist and program coordinator.

- As a **certified teacher**, the Library Technology Teacher collaborates with members of the learning community to analyze learning and information needs, to locate and use resources that will meet those needs, and to understand and communicate the information the resources provide.
- As an **instructional partner** and member of the educational team, the Library Technology Teacher promotes and models curriculum development and effective, collaborative teaching.
- As an **information specialist**, the Library Technology Teacher provides leadership and expertise in acquiring and evaluating information resources in all formats.
- As a **program coordinator**, the Library Technology Teacher works collaboratively with members of the learning community to define the policies of the library media program and to guide and direct all the activities related to it.

### **Library Class Description**

Students grade K to 6<sup>th</sup> grade visit the library for weekly lessons. During weekly lessons, students learn technology skills, library, and information skills. Students are exposed to a variety of children's literature that will foster a love of reading.

### **Library Goals and Objectives**

The library program at Indian Hills Elementary follows the Utah State Office of Education State Core curriculum. The curriculum has been divided into three major areas of study. Students will learn about informational literacy, literature, and media literacy.

### **Library Materials**

A variety of materials are used to teach to teach the library curriculum. They include the following:

Library books, magazines, Utah's Online Library, eBooks (Epic & Sora), and internet resources.

### **Instructional Practices**

The library is open to individual students during recess, before and after school during the week. Classes visit the library for weekly lessons and to exchange books.

### **Grading Policies**

Students grade 1-6<sup>th</sup> will receive a S or N grade for library. Parents can track learning by using the library class canvas page. S= satisfactory N= needs improvement. A student can be in danger of getting an N if they are not actively participating in the assignments and/or are not behaving.

### **Library Policies**

Hours: 8:00 to 2:30

**Kindergarteners** may check out one book or magazine each week.

**First Graders** check out one book or magazine each week at the beginning of the year. Later, they are allowed two.

**Second Graders** check out two books and/or magazines each week.

**Third, Fourth, Fifth, Sixth Graders** check out three books and/or magazines each week.

### **Overdue Books**

A student, who has forgotten his /her library books on the regularly scheduled day for the class, may not check out until the overdue books are returned. If the student fails to return the books, overdue notice is given. No fines are charged, but the student's check-out privilege is revoked until their record is cleared.

### **Library Fines**

During the time that the book is checked out, the user is responsible for the care of the book. If a book is lost or damaged, we ask for the replacement cost of the book.

**Library Expectations**

- Wait in line quietly
- Keep hands, feet, and objects to self
- Listen while teacher is talking
- Treat books, computers and materials with care
- Keep the library tidy

**Library Consequences**

1st Offense – Warning

2nd Offense –Timeout or Seat change

3rd Offense - Teacher Contact

4th Offense - Parent Contact

5th Offense – Office Referral

**Library Positives**

- Bingo Chart