



**F.S. Lara Academy**  
**LIBRARY MEDIA CENTER**

2901 E. Travis Street, Laredo, Texas 78043 PH: (956) 273-7900 ext. (7908) FX: (956) 273-0350  
Mrs. Kristina M. Rodríguez, Library Clerk [kmrodriguez002@laredoisd.org](mailto:kmrodriguez002@laredoisd.org)

# Handbook



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Mrs. Kristina M. Rodriguez, Library Clerk [kmrodriguez002@laredoisd.org](mailto:kmrodriguez002@laredoisd.org)

Mrs. Lizzy A. Newsome                      Principal

Mrs. Maria L. Flores                      Assistant Principal

Mrs. Kristina M. Rodriguez              Library Clerk



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This Handbook is for faculty and staff members at F.S. Lara Academy. It is written primarily to clarify district policies and advise faculty and staff members of procedures specifically followed at our school. The Handbook does not replace the underlying written policies of the Laredo Independent School District Library Media Services Handbook, but rather provide faculty and staff with summary information as well as a guide to where official policies and more detailed information can be found.

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## **I. Library Hours**

### **Library Hours:**

Monday-Friday  
8:45 a.m. - 4:00 p.m.



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### **II. Patron Policies**

#### **a. Policies:**

Students must sign in at the entrance desk when entering the LMC. Only students with a **LIBRARY** permit may come from a class to the library. All Administration, faculty, and staff can/will use his or her employee ID for checking out books. All patrons must adhere to the Laredo Independent School district computer user guidelines. Printing is to be used for school papers, projects and information only. Faculty and staff must have authorization to enter the library workroom to use any machinery or materials.

#### **b. Patron Rules:**

1. Enter, work, and leave quietly.
2. Keep hands, feet, and objects to yourself.
3. Sit in designated areas.
4. Always walk in the library.
5. Take good care of library materials.
6. Return library materials on time.
7. Every patron is responsible for the library materials checked out under their name.

**c. Procedures:**

**Checking Out Books**

- Books can be checked out for a two week period.
- Book limit - one, unless with special permission.
- Renewal of books is flexible
- Patrons will be notified of overdue books
- Holds: Student and School

**\*Student Hold** - If a book has not been returned within the allowed time, additional books cannot be checked out.

**\*School Hold** - Accounts must be cleared by the end of the school year.

- Students are not allowed to check out books for other classmates.

**d. Classes**

All classes must be accompanied by the classroom teacher.



## Teacher Rules

The Francisco S. Lara Academy Library Media Center is looking forward to working closely with teachers to collaborate on ideas, identify information and material needs, and aid in student achievement.

- Teachers are asked to follow the library schedule that has been provided. Schedule is subject to change depending on circumstances. Please sign in and provide the following information:

**Name:**

**Number of Students:**

**Goal of library use:**

- Teachers shall remain with their classes and assist students in observing library rules. **The Library is not a dumping ground!**
- Teachers are allowed to send only 2 students at a time to the library with their library passes.
- Teachers may place books on reserve.
- Videos can be checked out for use in the classroom (please fill out the proper documentation form).
- Any student coming to the library during class time must have a library pass and be escorted by a security guard.
- If the student comes by themselves they will be sent back to the classroom.
- Please plan with me in advance if you require any materials/assistance on your day.





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### **III. Library Materials**

#### **a. General**

- All patrons (students, faculty and staff) are responsible for books and/or materials that are lost or destroyed that are checked out under their name.
- Patrons that lose or damage a library book will be limited to 1 checkout book after 30 days.
- Recommendations for library materials can be turned in to library staff. (\*See index for form)

#### **b. Description of library materials**

<b>Library Material</b>	<b>Call Number</b>	<b>Description</b>
Fiction Books	F	Fictional books aren't true stories; can be based on facts or real people, places, or events; usually longer in length; reading comprehension and book content appropriate for the independent reader
Reference Books	REF	has reliable and accurate information; Types of reference books includes almanac, atlas, dictionary, encyclopedia, thesaurus
Nonfiction Books	000-999	informational books; facts on people, places, and things; most Dewey Decimal Books are non-fictional books

Easy	E	Easy books are fictional books geared for children; usually pictures books with approximately 32 pages.
Magazines		(* See index for list of periodicals subscriptions)
Newspapers		(* See index for list of newspaper subscriptions)
e-Books	EBK	(* List is located in the library)
DVD		(*List is located in the library)

- Dewey Decimal System: A System for Locating Non-Fiction Books

Classification Number	Subject Area	Brief Description	Sample Books Found under Classification Number
000-099	General Works	Bibliographies and encyclopedias	<i>E-Mail, Quotes for Kids, Aliens, Ripley's Believe or Not</i>
100-200	Philosophy Psychology	How people think What people think	<i>Near Death Experiences, Ghosts, Honesty Counts</i>
200-299	Religion Mythology	What people believe	<i>Three Kings Day, Chinese Myths</i>
300-399	Social Sciences	How people live together	<i>Children from Australia to Zimbawee, Drugs, Holidays, Storytelling</i>
400-499	Language	How people communicate	<i>The Graphic Alphabet, If You Were An Adjective</i>
500-599	Natural Sciences	What people know about the world and the universe	<i>Solar Systems, Marine Animals</i>

600-699	Applied Sciences	How people use scientific knowledge	<i>Cars, Allergies, Cats, Dogs</i>
700-799	Arts/ Recreation	How people create and use their leisure time	<i>Sports, Music</i>
800-899	Literature	Record of man's deeds and thoughts in stories, play, and poetry	<i>Poetry</i>
900-999	History	How people record past facts and events	<i>Lewis &amp; Clark, U. S. Presidents, Countries, and U.S. states</i>

### c. Circulation

<b>LIBRARY MATERIAL TYPE</b>	<b>CALL NUMBER</b>	<b>CHECK OUT ALLOTTED TIME</b>
EASY	E	2 WEEKS
FICTION	F	2 WEEKS
BIOGRAPHIES	B	2 WEEKS
SPANISH	SP	2 WEEKS
DEWEY DECIMAL	000-999	2 WEEKS
REFERENCE	REF	DAILY
PROFESSIONAL	PRO	DAILY
AUDIO-VISUAL EQUIPMENT	AV	DEPENDENT UPON INSTRUCTIONAL NEED

\* Library Materials may be renewed. See Librarian for details.

### d. Newspapers/Magazines

Newspapers and magazines are available for faculty and student use. These materials are not to be removed from the library without permission nor is it to be torn-up, cut-up, or written on. Materials must be returned upon completion. Older magazines and newspapers for student use may be available. Please see

librarian for more information. (\* List of newspaper and periodical subscriptions)

#### **e. Audio-Visual Equipment**

Audio-visual equipment such as digital cameras, document cameras, projectors, laptops, camcorders, etc.... requires an audio-visual check out equipment form. (See index for form)

Audio-Visual equipment will be provided for support of school courses, meetings, and other public functions held in school facilities. Requests for loan of equipment should be made as far ahead as possible to allow for scheduling of the desired equipment. A minimum of 24-hours advance notice is required to insure effective service.

Equipment will be provided to Faculty, Administrative Staff, and Staff upon their personal signature. This signature is their agreement to accept responsibility for the proper use and safe return of the items borrowed. They also agree to provide appropriate safe storage when it is not in use.

#### **f. Audio-Visual Services**

- \* The librarian will assist school patrons with the set-up and operation of equipment whenever possible.
- \* A minimum of one-day notice will be required for requests for equipment set-ups to allow for scheduling of equipment and personnel.
- \* Emergency situations will be handled as necessary.
- \* The librarian has the right to refuse services which violate current copyright laws, rules, or regulations.

#### **g. Videos**

Movies are available for instructional use. Please fill out video request form and adhere to district policies. School administration must sign permission request prior to checking out videos from the library. Movies must be returned on the last day of viewing video. (\*See index for Video Request Form)

## **ACCELERATED READER GUIDELINES – MIDDLE SCHOOLS**

Library Media Services Handbook  
Laredo ISD – Revised 2022



The Accelerated Reader program is a reading incentive program used by Laredo ISD to encourage and reward reading for pleasure. It also promotes a life-long love of reading and improves reading comprehension skills.

### **Program Goals**

- To motivate students to improve their reading ability by increasing their reading practice.
- To offer a management system to teachers that allows every student to read on their independent level.
- To provide a tool to measure whether students have comprehended what they have read.
- To increase overall test scores as students become better learners and better readers.

To ensure the success of this program, the district is requiring that all students participate and follow the guidelines listed below:

### **Student Guidelines**

- Students will read and quiz on books at their appropriate reading level.
- Students are encouraged to meet and/or surpass their goal.
- The book being quizzed on should remain closed while the student is testing.
- Students may not take quizzes for other students/and or share answers to quizzes.
- Students must keep their password PRIVATE.
- AR quizzes may be taken at the student's home campus, including the computer lab, the library, and the student's respective classroom(s). In addition, quizzes may be taken at any elementary or middle school library during school hours including extended day.
- Students are to respect the privacy of others and not crowd around a computer where a quiz is being taken.
- Students who choose not to follow these guidelines will face the following consequences:
  - The quiz or quizzes involved will be deleted.
  - The student will not be eligible to receive AR incentives/Awards.

## Parent Guidelines

It is recommended that parents support the district's AR program by encouraging their child(ren) to read. The district provides extended library hours at all campuses which offer a great opportunity for parents to support their child(ren) with this program.

- Parents should encourage their child(ren) to read books at their appropriate reading level.
- Parents may not assist their child(ren) with quizzes. They must remember that students are to quiz independently.
- Parents will be responsible for providing the Student Record Report generated from the AR program for points previously earned by their child(ren) at schools outside of Laredo ISD. This report must be signed by the librarian from the previous school.

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## Administrator/Teacher Guidelines

- Accelerated Reader program will run from the 1<sup>st</sup> day of school to the end of the 5<sup>th</sup> Six Weeks.
- The administrators, teachers, and librarians will encourage and promote the Accelerated Reader program.
- The administrators, teachers and librarians will set high expectations for all students.
- Teachers and librarians will guide and encourage students to make choices on books which will interest them.
- The administrators, teachers, and librarians will be responsible for ensuring that students select books within their appropriate reading level.
- Teachers will allow the students to take quizzes within their Reading Level.
- Teachers will provide the Emergent Bilingual (EB) students the opportunity to read in their first language.
- Teachers will provide EB students the opportunity to read books in English at or slightly above their level of English proficiency in Reading (TELPAS Beginning, Intermediate, Advanced and Advanced High).
- If an EB student requests accommodations on AR the teacher/librarian may provide them.
- Teachers and librarians will make sure that books remain closed when students are quizzing.
- Librarian will provide documentation (report indicating students' points and average) to the campus administrators and teachers during weekly planning to monitor participation.

- Each campus is required to have a minimum of 75% of students enrolled in the AR program meet their AR goal as specified in the chart below.

### **Goals and Incentives**

- During the 2<sup>nd</sup> Week of the 1<sup>st</sup> Six Weeks, a district wide Accelerated Reader kick-off will be held at each campus.
- Incentives for students will be awarded at their respective campuses.
- Students will be expected to earn a minimum amount of points at the minimum percentage passing as indicated below by the end of each year.

The chart below shows the goals per grade level:

#### **Laredo ISD Accelerated Reader Goals**

<b>Grade</b>	<b>End of the Year Minimum Points Per Student</b>	<b>Minimum Percentage Passing Per Student</b>	<b>Minimum Percentage Passing Per GT Student</b>
6 <sup>th</sup> grade	116	77%	85%
7 <sup>th</sup> grade	126	77%	85%
8 <sup>th</sup> grade	136	77%	85%

Meeting these goals will have a positive impact on the students' reading success.

## **GUIAS PARA EL LECTOR ACELERADO – ESCUELA SECUNDARIA**

Manual de los Servicios de Comunicaciones  
Bibliotecarias  
Laredo ISD – Revisado en 2022



El Programa de Lector Acelerado es un incentivo de lectura utilizado por el Distrito Escolar Independiente de Laredo (LISD) para estimular y recompensar la lectura como un entretenimiento. También fomenta la afición a la lectura a largo plazo y contribuye a mejorar las destrezas de la lectura de comprensión.

### **Objetivos del Programa**

- Motivar a los estudiantes a mejorar sus capacidades de lectura mediante el incremento de la práctica de la lectura.
- Ofrecer a los profesores un sistema de monitoreo que les permita a todos los estudiantes leer a un nivel independiente.
- Brindar una herramienta para evaluar las destrezas de los estudiantes en la comprensión de la lectura.
- Elevar las calificaciones de los exámenes en general a medida que los estudiantes aprenden mejor y se convierten en mejores lectores.

Con el fin de asegurar el éxito de este programa, el distrito requiere que todos los estudiantes participen y sigan las reglas que se mencionan a continuación:

### **Guías para el Estudiante**

- Los estudiantes leerán y tomarán un pequeño examen de los libros que lean de acuerdo a un nivel adecuado para ellos.
  - Se estimula a los estudiantes a que alcancen o sobrepasen su objetivo.
  - El estudiante debe mantener el libro cerrado mientras toma el examen acerca de dicho libro.
- Los estudiantes no deben tomar los exámenes en lugar de sus compañeros ni deben compartir las respuestas de los exámenes.
  - Los estudiantes deben mantener su clave PRIVADA.
- Los exámenes del Lector Acelerado se pueden tomar en la escuela en la cual está inscrito el estudiante, incluso en el laboratorio de computadoras, la biblioteca y en su salón de clase. Además, los exámenes se pueden tomar en cualquier biblioteca de la escuela primaria o secundaria durante las horas de la escuela, incluyendo el día extendido.
- Los estudiantes deben respetar la privacidad de los demás y no amontonarse alrededor de una computadora en la que alguien está tomando el examen.
  - Los estudiantes que no sigan estas reglas sufrirán las consecuencias siguientes:
    - Los exámenes en cuestión serán eliminados del sistema.
    - El estudiante podrá perder el derecho a recibir los incentivos/menciones honoríficas ofrecidos por el Programa de Lector Acelerado.



## **Guías para los Padres de Familia**

Se recomienda a los padres a que apoyen el Programa de Lector Acelerado del distrito estimulando a sus hijos/as a leer. El distrito provee horas adicionales en las bibliotecas en todas las escuelas, brindando una gran oportunidad para que los padres apoyen a sus hijos con este programa.

- Los padres deben estimular a sus hijos a leer libros a un nivel de lectura apropiado para ellos.
- Los padres no deben ayudar a sus hijos a tomar los exámenes. Deben recordar que los estudiantes deben tomar los exámenes independientemente.
- Los padres de familia serán responsables de brindar el Reporte del Récord del Estudiante (Student Record Report) generado por el programa de Lector Acelerado para verificar los puntos obtenidos por sus hijos previamente en escuelas fuera de LISD. Este reporte debe estar firmado por la bibliotecaria de la escuela anterior.

## **Guías del Personal Administrativo y Docente**

- El Programa de Lector Acelerado se implementará desde el primer día de la escuela hasta el último día del quinto período de seis semanas.
- Los administradores y el profesorado deben estimular y promover el Programa de Lector Acelerado.
- Los administradores, profesores y bibliotecarias deben tener altas expectativas de todos los estudiantes.
- Los maestros y las bibliotecarias deben guiar y estimular a los estudiantes a hacer elecciones de libros que les interesen.
  - Los administradores, profesores y bibliotecarias tendrán la responsabilidad de asegurar que los estudiantes elijan libros a un nivel adecuado para ellos.
  - Los profesores deben permitir que los estudiantes se examinen según su zona de desarrollo aproximado (ZPD).
- Los profesores deben brindar a los estudiantes que tengan un nivel de inglés limitado (EB), la oportunidad de leer en su lengua materna.
- Los profesores deben permitir que los estudiantes EB tengan la oportunidad de leer libros en inglés a su nivel, o a un nivel un poco más alto, de su competencia de la lectura (TELPAS: principiante, intermedio, avanzado y avanzado alto).
- Si un estudiante EB solicita adaptaciones en AR, el maestro / bibliotecario(a) puede proporcionarlas.
- Los maestros y las bibliotecarias deben asegurarse de que los libros permanezcan cerrados cuando los estudiantes tomen exámenes.
- La bibliotecaria entregará semanalmente la documentación (un reporte indicando la puntuación y el promedio de los estudiantes) al administrador/a de la escuela durante la junta de planificación con el fin de monitorear la participación.
- Cada escuela debe tener un mínimo del 75% de los estudiantes inscritos en el programa de AR para satisfacer sus objetivos en dicho programa según se especifica en la tabla presentada a continuación.

## Objetivos e Incentivos

- Durante la 2<sup>da</sup> semana de las primeras seis semanas, se llevará a cabo la apertura del Programa de Lector Acelerado en todas las escuelas del distrito.
- Se otorgarán incentivos a los estudiantes en sus respectivas escuelas.
- Se espera que los estudiantes obtengan una cantidad mínima de puntos dentro del porcentaje de aprobación mínimo al final de cada año, según la tabla en la parte de abajo.

La tabla siguiente muestra los objetivos para cada estudiante de acuerdo al año escolar que cursa.

### Objetivos del Lector Acelerado de LISD

<b>Año</b>	<b>Puntuación mínima por estudiante al final del año</b>	<b>Porcentaje mínimo de aprobación por estudiante al final del año</b>	<b>Porcentaje mínimo de aprobación por cada GT estudiante</b>
6 <sup>to</sup> año	116	77%	85%
7 <sup>mo</sup> año	126	77%	85%
8 <sup>vo</sup> año	136	77%	85%

El alcance de estos objetivos tendrá un impacto positivo en el éxito del estudiante en la lectura.



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### **Index**

- ☐ **Laredo Independent School District Department of Library and Media Services Handbook** <http://www.laredoisd.org/departments/library/libraryhandbook.pdf>
- ☐ **Library Materials Recommendation Form**
- ☐ **List of Periodicals**
- ☐ **List of Newspapers**
- ☐ **Database Usernames/Passwords**
- ☐ **Library Passes**
- ☐ **Video Request Form**
- ☐ **A/V Equipment Checkout Form**
- ☐ **2023-2024 Accelerated Reader Goals**



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## RECOMMENDATIONS FOR LIBRARY MEDIA CENTER MATERIALS

SCHOOL: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I would like materials on these subjects in the library media center:

I would like the following books in our library:

The library needs more information on the following subjects:

I would like to have the following non-print or electronic resources in the library media center:



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### **LIST OF PERIODICALS**



Title	Frequency	Start	Expire
Food Network Magazine	Irregular	01/01/23	12/31/23
How It Works (GBR)	Irregular	01/01/23	12/31/23
People Weekly	Weekly	01/01/23	12/31/23
Reader's Digest	Irregular	01/01/23	12/31/23
Sports Illustrated For Kids	Bi-Monthly	01/01/23	12/31/23
Week Junior, The	Irregular	01/01/23	12/31/23



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### **LIST OF NEWSPAPERS**

	<b>Name</b>	<b>Start Date</b>	<b>End Date</b>
<b>1</b>	<b>The Laredo Morning Times</b>	<b>08/11/25</b>	<b>05/22/26</b>



## **Database Usernames / Passwords**

- **Discovery Education**
  - Username:
  - Password
- **News -O-Matic**
  - Username: LaredoISD
  - Password: LaredoISD
- **Teaching Books**
  - Username: lara
  - Password: learn
- **Gale**
  - Username: j240901007
  - Password: learn
- **Follette Shelf**
  - Username: lara
  - Password: Rangers
- **eSebco**
  - Username: laredo
  - Password: library
  - Library # 23198002450505
- **MackVia**
  - Username: lara
  - Password: lara



## **Database Usernames / Passwords**

- TumbleBooks
  - Username: laredopl
  - Password: libra
  - Library # 23198002450505
- TumbleBooksCloud
  - Username: laredopl
  - Password: login
  - Library # 23198002450505
- TumbleBooksCloud Jr.
  - Username: laredopl
  - Password: login
  - Library # 23198002450505





### Library Passes

Name of Student \_\_\_\_\_  
Time Out \_\_\_\_\_ Time In \_\_\_\_\_  
Teacher's Name \_\_\_\_\_  
Room # \_\_\_\_\_  
Assignment \_\_\_\_\_  
Teacher Signature \_\_\_\_\_



### Library Passes

Name of Student \_\_\_\_\_  
Time Out \_\_\_\_\_ Time In \_\_\_\_\_  
Teacher's Name \_\_\_\_\_  
Room # \_\_\_\_\_  
Assignment \_\_\_\_\_  
Teacher Signature \_\_\_\_\_



### Library Passes

Name of Student \_\_\_\_\_  
Time Out \_\_\_\_\_ Time In \_\_\_\_\_  
Teacher's Name \_\_\_\_\_  
Room # \_\_\_\_\_  
Assignment \_\_\_\_\_  
Teacher Signature \_\_\_\_\_



### Library Passes

Name of Student \_\_\_\_\_  
Time Out \_\_\_\_\_ Time In \_\_\_\_\_  
Teacher's Name \_\_\_\_\_  
Room # \_\_\_\_\_  
Assignment \_\_\_\_\_  
Teacher Signature \_\_\_\_\_



## Library Media Services Video Request Form

This form **must** be completed and approved **two weeks prior** to the use of video materials. It applies to the use of video materials in all district sponsored/approved activities, instructional or extra curricular.

Campus: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Grade: \_\_\_\_\_

Room #: \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Subject \_\_\_\_\_

Name of Video \_\_\_\_\_

Date(s) to be shown \_\_\_\_\_

### Video Use in the Classroom

- No home videos including rentals from store or public library may be viewed in school.
- All videos to be viewed must be property of the school district/campus.
- Videos including **streamed movies** viewed in **classroom** or library must be part of instruction and documented in lesson plans.
- All videos, or excerpts, must not exceed 20 minutes.

### SECTION 110 OF THE COPYRIGHT ACT FOR CLASSROOMS

“Section 110 of the Act exempts certain performances and displays of copyrighted works if specific conditions are met. The most common exemption is for performances and displays of a nondramatic literary or musical work in the regular course of instruction in a nonprofit educational institution. Even within a school or college, further requirements must be met. The performance must take place in broadly defined classroom; libraries meet the definition if instruction routinely takes place in the library, and it does in most schools and universities. Teachers and students must be present in the same place, and the performance must be a part of the instruction. In other words, it must not be a performance purely for entertainment purposes. Another important requirement is that the copy that is performed must be a lawfully obtained copy. In fact, the exemption is lost if the librarian knew or should have known, that the copy was not lawfully obtained. When these requirements are met, students and teacher may sing a copyrighted song, read a copyrighted poem or perform a copyrighted play. Additionally, they may view the performance of a copyrighted motion picture or audiovisual work. Although, many people believed that nonprofit libraries were nonprofit educational institutions, amendments since 1984 make it clear that they are not. Libraries in nonprofit educational institutions are covered by the exemption if the above mentioned conditions are met. Public libraries are not.”



NOTE: Rated “G” movies/videos may be shown in pre-school through 12<sup>th</sup> grade.

**Movies/videos rated “PG” (Parental Guidance), “PG” 13** (A trademark used for a movie rating indicating that admission will be granted to persons of all ages but that parental guidance is suggested in the case of children under the age of 13) **require signed parental permission for each student in elementary, middle and high schools.**

**Lesson Objective(s):**

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**TEKS Addressed:**

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**Pre-scripted Level 2 or 3 Question:**

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**Writing Activity to follow viewing:**

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Does this video contain any controversial subject matter? \_\_\_\_ Yes \_\_\_\_ No If so, explain: \_\_\_\_

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What provision for meaningful alternate activity will be provided for students whose parents do not wish their child to view this material: \_\_\_\_\_

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\_\_\_\_\_  
Teacher’s Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Administrator’s Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Librarian’s Signature

Date: \_\_\_\_\_



## Video Usage Parental Permission Form

Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Dear Parent:

Students in my class have been studying: \_\_\_\_\_

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To support this instructional learning, on \_\_\_\_\_, my class will

Viewing Date(s)

be viewing a 20 minute segment of the video (described below) rated Parental Guidance (PG/PG-13) by Motion Picture Association of America (MPAA). If you agree to grant permission for your child to view this video, please sign below and return this form by

\_\_\_\_\_.

Date

Your child is not required to view this video. An Alternate assignment related to the unit being taught will be provided if you do not grant permission for your child to view this video.

**Please sign in the appropriate box below.**

### DESCRIPTION OF VIDEO

Title: \_\_\_\_\_

Rating by Motion Picture Association of America (MPAA): \_\_\_\_\_

Curriculum Connection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow-up Activity: \_\_\_\_\_

\_\_\_\_\_



## Video Usage Parental Permission Form

### PERMISSION TO VIEW VIDEO

I give permission for my son/daughter to view the video described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Parent or Guardian

Your student will receive a related instructional activity if your option is not to allow the viewing of this video.

### REQUEST FOR ALTERNATIVE ASSIGNMENT TO VIDEO USAGE

I do not give permission for my son/daughter to view the above video. I understand that my child will complete an equally weighted alternative assignment.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Parent or Guardian

Student's Name \_\_\_\_\_

### SCHOOL USE

Submitted by: \_\_\_\_\_ Teacher's Signature: \_\_\_\_\_  
Teacher's Name (Print)

### APPROVED BY:

Librarian: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## ADMINISTRATIVE POLICY

### *Terms and Conditions for Employee to Checkout Equipment*

Before an employee checks out equipment, it is the employee's responsibility to make sure that the equipment is operating properly. It is also the responsibility of the employee to return the equipment in the same condition as it was checked out, normal wear and tear accepted.

If the equipment is damaged or lost while checked out by the employee and such damage or loss is caused by negligence of the employee, the employee must reimburse the District for any cost to the District for repair or replacement of the equipment.

The employee will be notified in writing of the amount of the cost incurred by the District for any damage or loss of the equipment, and the employee must reimburse this amount to the District, through the LISD Business Office. The reimbursement must be made within one calendar year for any damages or loss of equipment.

The employee will not be allowed to check out any additional equipment until the entire amount owing to the District has been reimbursed. In the event the employee discontinues employment with the District before the entire amount has been paid, the employee's final check will be withheld, subject to payment of the amount owed to the District.

#### ACKNOWLEDGEMENT OF RESPONSIBILITY FOR DISTRICT EQUIPMENT

I, \_\_\_\_\_, understand that I will be responsible for the care of the District equipment checked out/assigned to me and that I will bear the cost of repair or replacement if it is damaged, lost, or stolen while it is in my care. I understand that I will need to bring this equipment to work everyday, follow the District's Electronic Communication and Data Guidelines and accept and agree to the terms and conditions set forth above.

Briefly state purpose for use of equipment: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Person approving equipment to be checked out/assigned

\_\_\_\_\_  
Check out date

\_\_\_\_\_  
Due Date

\_\_\_\_\_  
Signature of person issuing equipment

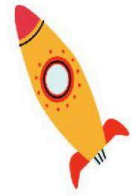
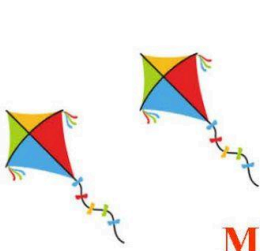
Description of Equipment (model of equipment, L.I.S.D. Tag. # and serial #):  
\_\_\_\_\_  
\_\_\_\_\_

Upon return of equipment: Is the equipment working properly: YES or NO

If no, describe any problems or defects the equipment has:  
\_\_\_\_\_  
\_\_\_\_\_


\_\_\_\_\_  
Signature of person receiving equipment

\_\_\_\_\_  
Date equipment returned



## MIDDLE SCHOOL GOAL CHART

### Accelerated Reader 2025-2026

	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<i>1<sup>st</sup> Marking Period</i> 8/11/2025 9/19/2025	24	26	28
<i>2<sup>nd</sup> Marking Period</i> 9/22/2025 10/31/2025	47 +23 points	51 +25 points	55 +27 points
<i>3<sup>rd</sup> Marking Period</i> 11/3/2025 12/19/2025	70 +23 points	76 +25 points	82 +27 points
<i>4<sup>th</sup> Marking Period</i> 1/12/2026 2/19/2026	93 +23 points	101 +25 points	109 +27 points
<i>5<sup>th</sup> Marking Period</i> 2/23/2026 4/10/2026	116 +23 points	126 +25 points	136 +27 points
Total for Year	116 Points	126 Points	136 Points





## **High School Library Procedures-COVID-19**

Library programming services will continue to be provided in a safe manner for both library staff and students following CDC, Texas Department of Health guidelines, and our local district developed Health & Safety Plan.

Non-instructional tasks can be completed with the assistance of a library aide / clerk.

### **School Librarian Role in Pandemic Learning Conditions:**

School librarians fulfill five important roles: instructional partner, teacher, leader, information specialist, and campus library program administrator, all of which highlight the profession's skill set at building relationships and creating an inclusive school culture. During the COVID-19 pandemic, schools benefit from the librarian's skills more than ever as they adapt to meet the current needs of learners in a constantly changing learning environment. Only when there is a trained and certified librarian present in schools are students taught essential inquiry and information literacy skills across the curriculum and subject areas which enhances teaching and learning.

### **Library Safety Protocols:**

- Display signs / practices enforcing CDC safety and social distancing guidelines.
- Mount plastic desk shields at the circulation desk.
- Provide sanitizer and cleaning wipes near all computers / copiers and shared equipment, as well as near entrances and exits.
- Faculty, staff and students must wear masks at all times. Face shields and gloves are optional in the library.
- Position book return containers directly inside the library or as appropriate outside the library.
- Quarantine physical library resources for one week prior to check in or handling.
- Use hand sanitizer and or gloves when handling library resources.

### **Virtual Instruction**

#### **Librarian Role:**

Librarian will provide virtual instruction through pre-recorded videos or live instruction. Teachers can schedule live virtual visits with the librarian during class time. Teachers may contact the librarian via email or phone call or other messaging services to schedule virtual presentations. The librarian will maintain a Google Library Site that provides access to multiple online resources to be maintained and updated as needed. The librarian will provide intellectual property guidance. The librarian will curate lists of resources.



**Library Aides/Clerks Role:**

Library Aides/Clerks assist librarian and teachers by selecting books, assisting in book check out, answering and making phone calls, maintaining and updating campus library decorations, gathering materials, making copies, running usage reports, prepping Makerspace materials, shelving library books, disinfecting facility and print materials used as well as other duties as assigned by librarian and administration. Library Aides/Clerks will continue to collect all outstanding library books and assist campus administration with other assigned duties.

**Location:**

Virtual instruction at campus library.

**Schedule:**

Recording of library lessons to be shared on Google Site. Teachers can present library lessons as permitted by their class schedule.

**Content:**

LISD Library COVID CARES

**Accountability/ Reports:**

- Virtual Sign-ins
- Library Lesson Recordings
- Alexandria/ E-book Usage Reports
- MackinVia Log-ins

**Program Uses:**

- Alexandria
- Campus Symbaloo
- MackinVia (E-books / Instructional Resources)
- Follett Shelf EBooks
- Social Media (Campus YouTube, Facebook, and Twitter Accounts)
- Google Apps - G Suite

**Student Expectations:**

- Students will be able to access E-Books via Follet Shelf and MackinVia.
- Students will be able to access research databases such as Gale, Britannica, and Ebsco to assist with classwork.
- Students will practice proper COVID-19 library behavior.

**Teacher Expectations:**

Teachers will collaborate with the librarian to provide Google Classroom library lessons.

**Print Book Availability:**

- Available to Teachers and Staff (curbside upon request)
- None to students
- None to parents

**Library Availability:**

- Teachers and Staff as permitted by administration following CDC and local guidelines
- Limited number of students as permitted by administration following CDC and local guidelines

**Hybrid Instruction**

The librarian will provide both face-to-face and virtual instruction by providing pre-recorded lessons to use in the classroom or virtual visits as requested by the teacher during designated library time.

**Librarian Role For At-Home Students:**

Librarian will provide virtual instruction through pre-recorded videos or live instruction during designated library time. Teachers can schedule virtual visits by the librarian during class time. Each campus has a Google Library Site that provides access to multiple Ebook platforms to be maintained and updated as needed. Librarian will continue to collect all outstanding library books and assist campus administration with other assigned duties.

**Librarian Role For Students on Campus:**

The librarian will conduct virtual and pre-recorded library lessons. Librarian makes book lists available to students which will guide the librarian and assistant in selecting books for checkout. The librarian will physically open the library space to faculty. The librarian will perform all instructional tasks, provide limited in person faculty and staff assistance with digital applications and library resources. Librarian will circulate physical books to students on campus on a rotating basis, and circulate physical books to remote students via scheduled curbside service.

**Library Aides/ Clerks Role:**

Library Aides/Clerks assist librarian and teachers by selecting books, assisting in book check out, answering and making phone calls, maintaining and updating campus library decorations, gathering materials, making copies, running usage reports, prepping Makerspace materials, shelving library books, disinfecting facility and print materials used as well as other duties as assigned by librarian and administration. Library Aides/Clerks will continue to collect all outstanding library books and assist campus administration with other assigned duties.

**Location:** Virtual instruction at campus library.

**Schedule:** Refer to the Library Schedule as provided to campus.

**Content:** LISD Library COVID CARES

**Accountability / Reports:**

- Virtual Sign-Ins
- LISD Campus and Library Visitation Form
- Google Recordings
- Alexandria/ E-book Usage Reports
- MackinVia Log-ins

**Program Uses:**

- Alexandria
- Campus Symbaloo
- MackinVia (E-books / Instructional Resources)
- Follett Shelf E-book
- Social Media (Campus YouTube, Facebook, and Twitter Accounts)
- Google Apps - G Suite

**Student Expectations:**

- Students will be able to access research databases such as Gale, Britannica, and Ebsco to assist with classwork.
- Students will be able to access E-books independently
- Students will be able to check out physical books.
- Students will practice proper COVID-19 library behavior.

**Teacher Expectations:**

Teachers will collaborate with librarian to provide Google Classroom library lessons. Teachers must sign the LISD Library Usage/ Facility Form. Teachers must give the librarian at least 2 days advance notice before lesson will be conducted.

**Print Book Availability:**

Using Alexandria, the librarian and library aide/clerk will take a varied selection of books to the classroom for book circulation on a classroom basis.

- Available to Teachers and Staff.
- Students will be able to check out E-books independently.
- Students will be able to check out 2 physical books.
- Librarian and library aide/clerk will wear gloves and scan in circulated books. Gloves must be discarded after checking in books.
- Librarian and library aide/clerk will use a new set of gloves to check books out to students. Gloves must be discarded before leaving the library.
- All returned books will be placed in a container or book truck and set aside for disinfecting period of one week. Books must be checked-in prior to the disinfection period.

**Library Availability:**

- Teachers and Staff Only- following CDC, Texas Department of Health guidelines and our local district developed Health & Safety
- Limited use by students (computer use only with campus assigned supervision).

**Face- to- Face Instruction (Post COVID)**

The librarian will provide face-to-face instruction following CDC, Texas Department of Health guidelines and our local district developed Health & Safety Plan. The library will be made available to limited scheduled classes or as requested by the teacher providing social distancing. Students will not be allowed to independently visit the library in between classes. Disinfecting workspaces will be done regularly to maintain clean workspaces.

**Librarian Role for Students on Campus:**

The librarian will conduct library classes following CDC guidelines for social distancing. The librarian will ensure that disinfecting practices are followed for students entering and leaving the library. The librarian will ensure that students and staff use information effectively. Collaborating with teachers and specialists, the librarian will design and implement library lessons tailored to individual needs. The librarian will provide leadership that aligns the school library program to meet the mission of the school.

**Library Aides/ Clerks Role:**

Library Aides/Clerks assist librarian and teachers by selecting books, assisting in book check in/out, answering and making phone calls, maintaining and updating campus library decorations, gathering materials, making copies, running usage reports, prepping Makerspace materials, shelving library books, disinfecting facility and print materials used as well as other duties as assigned by librarian and administration. Library Aides/Clerks will continue to collect all outstanding library books and assist campus administration with other assigned duties.

**Location:**

Campus library

**Prevention practices:**

- Adhere to CDC, Texas Department of Health guidelines and our local district developed Health & Safety Plan
- Patrons sanitize hands at library entry and exit
- Patrons stay home when sick
- Patrons wear face coverings in library
- Transparent partitions installed at circulation desk
- Environmental cleaning and disinfection by library and custodial staff
  - Post signs in highly visible locations that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face mask.)
  - Sanitize computers/iPads after student use.
  - Library staff will use gloves during the circulation process.
    - Gloves will be discarded after each class.
  - Limit selection of books for students to choose from for check-out.
  - Ensure circulated books remain in quarantine for one week.
  - Limit seating to allow for social distancing.

**Schedule:**

Library schedule as designated by campus administration.

**Content:**

LISD Library CARES

**Accountability/Reports:**

- LISD Campus and Library Visitation Form
- Alexandria/ E-book Usage Reports
- MackinVia Login

**Program/Application Uses:**

- Alexandria
- Campus Symbaloo
- MackinVia (E-books / Instructional Resources)
- Follett Shelf Ebook
- Social Media (Campus YouTube, Facebook, and Twitter Accounts)
- Google Applications - G Suite

#### **Student Expectations:**

- Students must be wearing a mask to cover their nose and mouth.
- The student will practice proper COVID-19 library behavior.
- Students will cultivate positive reading habits through the careful and guided selection of literature.
- Students will learn how to access and use information ethically for study and research skills.
- Students will use print and online resources to locate information.
- Students will be familiar with how to use the online library catalog.

#### **Teacher Expectations:**

The teacher will collaborate with the librarian on the instructional tasks assigned, assist students in meeting their library and/or class objectives, monitor students in the library, and help students adapt to meet their needs as learners in this COVID-19 environment.

#### **Print Book Availability:**

Using Alexandria, the librarian and library aide / clerk will set aside a varied selection of books to make available for students to checkout on a classroom basis.

- Available to Teachers and Staff.
- Available to Students (as long as no outstanding books).
- Students will be able to check out E-books independently.
- Students will be able to check out 2 physical books.
- Librarian and library aide/clerk will wear gloves and scan in circulated books. Gloves must be discarded after checking in books.
- Librarian and library aide/clerk will use a new set of gloves to check books out to students. Gloves must be discarded before leaving the library.
- All returned books will be placed in a container or book truck and set aside for disinfecting period of one week. Books must be checked-in prior to the disinfection period.

#### **Library Availability:**

- Teachers and Staff follow CDC, Texas Department of Health guidelines and our local district developed Health & Safety Plan.
- Students and Staff follow CDC, Texas Department of Health guidelines and our local district developed Health & Safety Plan.

**\*Prepared by Deborah Garza Garcia, Mary Prevost, Patricia R. Sosa**