



LIBRARY UPDATES:

- **COME CHECK OUT THE "GLOW UP"!!!**
-After a long wait, we finally got our new furniture and books in the library space! If you haven't stopped by to see the space, come by soon!
- **STUDENTS NEED A PASS TO BE IN THE LIBRARY.**
-Please make sure that students have pass to be here. If they don't, I will be sending them back to class.
This is to ensure we know where students are at all times, and that they are where they need to be!
- **CAN WE CHECK OUT BOOKS ALREADY?**
-I would really like for ELA classes to schedule a time to visit so we can talk about the procedures on checking out books!
-Please stay tuned for an email from me to begin this process!
- **OFFICIAL NEW MISSION LIBRARY WEBSITE**
-We have a website! This a great one stop resource for all the things you and students may need! The home page has a link to the Google Form for a library card.
-Students can also click on the "Chromebook Issues" tab to fill out the Google Form to get it resolved.
---> bit.ly/newmissionlibrary
- **CAN WE USE THE LIBRARY SPACE?**
-YES! Please [email me to reserve a time slot](#) in the library!
-You are able to see the Google Calendar in case you need to see if the library will be available, link is in my email signature!
---> [Library Calendar Link](#)
- **LIBRARY HOURS**
As of now, the library is open at 7:30AM and after school from 2:30PM-3:30PM for student to use as study hall Monday through Thursday. The library closes at 2:30 on Fridays.
- **CLUB LIB**
-Club Lib is still happening! Students can visit the library during lunch time. No Club Lib on Tuesdays during 2nd Lunch & No Club Lib on Thursdays for both lunches.
-Only change is, no food is allowed!

CHROMEBOOK LAND:

TEACHERS AND STUDENTS CAN NOW CHANGE PASSWORDS ON CLEVER!

-If you search student name on Clever, and click on their profile you also now have access now to changing passwords for them.

-I will also (hopefully) have access to continue to assist when new students enroll and the occasional forgotten password mishaps. It just needs to be processed and approved.

-Please email me to come see you to help to change passwords in the meantime!

- **HAVE STUDENTS FILL OUT THE GOOGLE FORM**

-This has helped me keep track of who I need to check up on for any Chromebook issues. Thank you for enforcing this policy to students. It helps with students not losing any learning time!

- **STAFF ASSIGNED CHROMEBOOKS**

-Please make sure that these do not leave the classroom, as well as the chargers. To ensure students will return the device, they can trade in something of value for them to borrow a chromebook, that way it doesn't go missing. :)

-IF one does go missing, please email me which ones you do have to figure out the mystery!

- **WHAT IF A STUDENT FORGOT THEIR DEVICE?**

Students are able to come in the mornings to the library before advisory to get a loaner. They will still need to trade in their phone to borrow one.

- **GRACIAS!**

-Thank you to all for everything that you do, and for all your patience!

That's all for now, please let me know if you have any questions!

With love,
-Isa (Ms. Castillo)

icastillo2@bostonpublicschools.org
bit.ly/newmissionlibrary