

## **Media Center Information 2020-2021**

The media center is open to individuals and groups throughout each school day. All materials and equipment must be checked out using the established media center procedures. Teachers are assigned a time (during week A and week B) to bring a group of students or a class to the media center for checking out books, conducting research, practicing library skills, and/or story time. Please see the media schedule provided by administration for your scheduled time. Teachers may consult the media specialist, Ms. Creech, or the media paraprofessional, Mrs. Sotka, to check out various pieces of equipment. Teachers are encouraged to coordinate with the media specialist one week or more in advance on any projects that may impact the media center.

### **A. General Information**

**Hours:** Students 7:50 a.m. – 2:00 p.m.; Teachers 7:30 a.m. – 3:00 p.m. (Please hold student check-outs until after morning announcements).

#### **Calendar**

Student check-outs and classes begin 1 week after school starts if names have populated into Destiny, our checkout system.

Student check-outs are suspended for 2 days before the December break.

Student and teacher check-outs end 2 weeks before the school year ends for inventory purposes.

#### **Professional Library**

There is a professional section in the library containing books and reproducible materials on a wide range of topics. If you run across items that would be of use to a lot of people, please let the media specialist, Ms. Creech, know so we can consider ordering it for the school.

#### **FNN Studio**

The FNN Studio in the library is set up and equipped as a “recording studio.” The room can be used for taping and editing other types of productions through prior arrangements made with the media specialist. It may also be available as a conference room through prior arrangements.

#### **Bathroom**

The restroom in the media center is for adult use only.

#### **Supervision**

Teachers are not required to stay with their students when they bring their class to the media center for lessons/story times with the media specialist. However, if teachers are continuously late returning to pick up their students, or if excessive behavior problems hinder student learning, teachers will be asked to remain with their class during their allotted time in the media center. Teachers must remain with their students during the times they visit but do not have class with the media specialist. This is usually during check-out only weeks. Kindergarten through second grade teachers (Week A) must remain with their classes during Week B if they choose to visit the media center. Third through fifth grade teachers (Week B) must remain with their classes during Week A if they choose to visit the media center. Small groups of no more than 3 students may be sent without the teacher a maximum of two times a day. Students who do

not display proper behavior in the media center will be returned to class (after a warning). A note or email explaining any problems will be sent to the teacher.

### **Wish List Items**

During the year you may think of books and DVDs that you would like to see added to the general and professional collections. Please submit these requests and ideas via email to the media specialist so they can be considered when it is time to place an order.

### **B. Books**

We have over 22,000 items in the media center collection available for student and teacher use. The basic policies are listed below.

### **Students**

1. Students may checkout and return books at any time during the school day, except during the media specialist's lunch time and during class sessions where the paraprofessional is unavailable. If a class needs to check out, please bring them during the assigned media time allotted on the school schedule. The media center will close daily for 30 minutes. A sign will be posted on the door indicating so.
2. Students in grades 2-5 may check out 2 books at a time. Students in K-1 may check out 1 book at a time. If that one book is lost, they may not check out again until it is paid for or found. First graders may begin checking out 2 books during the second semester with teacher and media specialist approval.
3. Students may keep books for up to 1 week before they are considered overdue.
4. If a student wishes to renew a book after that week, he/she may do so. The student will just need to bring the book to the media center to be rescanned. They may only keep a book up to 2 weeks.
5. Students may request a book to be held for them as long as they have no fines or lost books. Students may check back daily to see if the book on hold has come in. The book will be held for 1 week.
6. Students are not allowed to check out reference books, or items from the professional library. They may use these books while in the library.
7. Students are expected to behave in a respectful manner when they are sent to the media center. They should walk, whisper, and use a shelf marker when looking for books. Ms. Creech will begin helping kindergarteners with shelf markers the second semester of their kindergarten school year.

### **Teachers**

1. Teachers may check out and return items any time. If the media specialist, media paraprofessional, or volunteer are not available to check the books out, then the teacher should leave the stack of books on the counter with a note on top requesting the books be checked out to them. These books will be checked out to the teacher as soon as possible and a note or an email will be sent to let the teacher know the books are ready for pick-up.
2. Teachers may check out up to 30 books at a time in addition to any equipment.

3. Teachers may keep books for 2-3 weeks as long as they are needed. Please do NOT keep books longer than that so the materials are available for others in the building to use. However, if another teacher makes a request for items, we may ask if the items can be shared. **If you share books and they are lost, the person who checked out the book is responsible for paying for the replacement.**
4. Teachers may request items to be held or pulled for research. These items will be held for a week unless otherwise notified by the teacher. Please make requests at least a week in advance.
5. Teachers may send students to check out books for them, but please send a note with the date and your signature (initials) with the request. Teachers may not borrow books already checked out to students. Please do not ask the media specialist or media paraprofessional who has a book because it is illegal to disclose this information. The media specialist or media paraprofessional may look up this information and ask the student if they mind checking out a different book so a teacher can use their current book. If the student chooses not to do so, the teacher must wait until it is checked back in, or the media specialist may be able to borrow it from a different media center in the district.
6. Teachers may check out books from the reference section as well as the professional library.
7. Teachers may check out a stack of books to keep and use in the classroom, but **please do not let students take these books out of the classroom.** If books checked out to a teacher are lost, the teacher is responsible for paying to replace the books.

### **Overdue and Lost Items**

1. Overdue lists will be run in the middle and at the end of each calendar month when necessary. These lists will be emailed to teachers. Teachers are asked to privately remind students and/or parents about these overdue items or send letters home to parents.
2. Teacher check-outs will be added periodically to these lists. The items are not overdue; this is done just to help teachers keep track of what they have checked out of the media center.
3. At the end of each 9 weeks, any student items that are overdue by 3 weeks or more will be considered lost and bills will be created to be sent home.
4. If a student receives a lost book bill, their library use privileges are also lost until the book is returned or the bill is paid. Please do not undermine this policy by checking out items for the child to use. You may, however, check out books for classroom use.

### **C. Videos**

We have several videos available to supplement the curriculum at all grade levels. Videos are housed in the Audio Visual/Production room. They are arranged in the same way as books-nonfiction are in Dewey decimal order, biographies are grouped together, and fiction videos are separated into short (E) fiction and long (FIC) fiction. Videos are listed in the computerized catalog and are denoted with a VID or DVD in front of the call number. We are working to replenish our collection with more DVDs instead of VHS tapes so if you have some to donate that are on our public school license agreement, please see Ms. Creech.

### **Procedures for School-Owned Videos**

1. Teachers may check out any video for preview. We are working to weed VHS tapes that are not used/checked out frequently from our media center.
2. Videos need to be approved by an administrator on the request form (including objectives) at least 1 week prior to showing. The majority of videos should be used as a grade level to support common curriculum.
3. Teachers should sign up for the video to be watched using the video request form from the media specialist. Please do not return the form to the media specialist without a signature from an administrator. There is no need to check out the video. Due to technological issues with the equipment, you will no longer control the playing of any video from the phone in your room. The media specialist will assign a channel to you and the video will be started at the desired time. Feel free to send a student to remind Ms. Creech to start the video on time.

### **Procedures for Non-School Owned Videos**

1. All rented or personal videos to be used in the classroom must be approved by an administrator. These videos need to have a "G" rating.
2. Any video that is not rated G must be approved by administration and have permission forms signed by parents giving their approval before the video is shown.
3. All videos viewed by students must be covered in our school movie license agreement. You may check this site to see if it's there before completing the video request form: <https://www.swank.com/k-12-schools/movies/>

### **Procedures for After-School Program Videos**

1. Requests for ASP video viewing should be made by noon on the day needed.
2. Any rented, teacher-owned, or student-owned videos must be approved by the ASP director and must fall within the list of allowed videos on our public license agreement.

### **Copyright**

"Home Use Only" videos may be used in the classroom for the purposes of face-to-face instruction only. Loosely translated, this means any video shown should be an integral part of your lesson plans, and should have instructional objectives. Videos that you want to show for any other purpose (rewards, entertainment, etc.) must be approved by an administrator and must fall within the list of allowed videos on our school movie license agreement, <https://www.swank.com/k-12-schools/movies/>

### **Cable Channels**

Due to changes in the pricing agreement for our school, Flippen Elementary no longer has cable channels.

### **What is available?**

Technology Cart (which includes a laptop, ActivSlate, and document camera)  
Technology Carts (which include netbooks for collective or individual checkout by teachers)  
Swivl Carts (which include a digital camera, the Swivl for recording lessons, a mini iPad, and an IPEVO pen)  
2 TV/VCR combinations  
InFocus projectors  
E-instruction remote class set  
White board pens and remote set

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ActiVote remote class set  
AlphaSmart Cart with 30 Neo2s  
Overhead projectors  
Cassette players  
CD/cassette/radio boom boxes (limited in number)  
Listening station headphone adaptors  
Headphones  
Ellison Die-cut press (in workroom)  
Laminator (operated only by media center staff)  
Opaque projector  
Paper cutter (in workroom)  
Colored art paper rolls (in workroom)  
28 iPads  
10 mini iPads  
9 Google Chromebooks  
STEM carts for daily check-out

### **Checking out equipment**

Teachers may check out cassette players, boom boxes, and a few head phone sets to keep for the entire year. Digital cameras, netbooks, iPads, Chromebooks, and camcorders should be checked out on an as needed basis. These items should be returned to the media center at the end of each day for security and for recharging.

### **Needs and Repairs**

During the year should you find a need for equipment that we do not have, please let the media center staff know in writing. We may be able to either borrow it from another school and/or order it for the following year. If a piece of equipment has a problem that needs repair, please let the media center staff know. We will replace overhead bulbs and make simple repairs if we have the materials available. Other repairs may need to be referred to the RESA repairman, so we will need a specific explanation about the type of problem so the proper repair can be made.

## **E. Media Center Scheduling**

### **Checkout Times**

You may have your students check out during the times indicated on the calendar sent to you weekly. However, even if you have a scheduled time, individual and small groups of no more than 3 students are welcome any time during the school day to exchange books or do research when the media paraprofessional is available. Students should not be sent to the media center more than 2 times in any given day unless prior arrangements have been made or unless accompanied by an adult.

The media center paraprofessional will be at Flippen daily from 7:30 a.m. to 3:30 p.m. to assist with check-outs, laminating, and various other tasks.

### **Story Times**

Teachers will receive a scheduled time on an every other week basis for a station visit/story/lesson/check-out time. The main emphasis of these times will be the GA book award nominees, however, with prior notice, stories can be planned to supplement and enrich the topics being studied in your classroom. Story times are available for all grade levels.

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## Research

Teachers may also discuss class research times (time needed based on type of research being done during their class time) with Ms. Creech. Research may be teacher-led or may require utilization of the services of the media specialist. The media specialist may be asked to offer the following lessons:

Locating books using the Dewey Decimal System  
Using the computer "card" catalog (Destiny Quest)  
Galileo ([www.galileo.usg.edu](http://www.galileo.usg.edu)) - Email Ms. Creech for login information  
Internet searches (using key words)  
How to use various AV equipment (camcorder, digital camera, iPads, etc.)

All of these lessons are most effective if they are taught with a specific topic discussed ahead of time by the teacher and the media specialist rather than taught as a skill in isolation.

## Scheduling conflicts and missed times

While there are many activities that can be conducted simultaneously in the media center, there are times when scheduling conflicts do occur. To help prevent these conflicts, it is important to check the media center schedule and plan ahead as much as possible. When conflicts do occur or if holidays prevent conflict during story time, the media specialist will not reschedule or make up class times. Instead, we will stick to the A/B weekly schedule. If the media center is needed for after school activities, an email will be sent notifying teachers in advance.

## Media Center "closure"

The media center will be open during school hours. However, on days when the media paraprofessional is absent, the media center will close during the media specialist's lunchtime and during class times. Also, if the media specialist is absent due to illness or required attendance at county meetings, the media center will be open for check-outs only with the paraprofessional, or closed. The media center also closes during Georgia Milestones Testing, and 2- 3 weeks before the school year ends for inventory purposes. You may be able to come in for checkouts during the Book Fairs, but students will not have class at that time.

## **F. Reading and Media Promotions**

During the school year, the media center sponsors several reading promotions. They include:

- **Book Fair**- This occurs during a week in September and in February unless the dates change. It is open to all students, faculty, parents, and community members. Students will visit the book fair during their assigned class time. This is a major fundraiser for the media center. The proceeds will be used to buy new books, equipment, and to spruce up the media center. Specific details will be given closer to the appropriate times.
- **Read Across America**-This is the nation-wide celebration of reading and Dr. Seuss's birthday on March 2.
- **Read to Succeed (Six Flags 6 hour reading program)** – This program begins in January and ends in February. Students keep track of 6 hours of reading to earn a free Six Flags ticket. More information will be given at the appropriate time.
- **Pizza Hut Bookit!** – This program begins in the fall and continues through early spring. More information will be given at the appropriate time.

· **Media Festival** – This is a county “contest” for students to share original stories and ideas through the use of PowerPoint, photography, video, etc. Students may enter as an individual, with a partner or small group, or with their entire class. The school contest will take place in January, but students and teachers may begin work on these projects as early as August. More specific information will be given to teachers and students before the Winter Holidays.

· **Helen Ruffin Reading Bowl** – A team of ten 4th and 5th graders will meet after school to read, discuss, and prepare to answer questions using a buzzer system about the GA Book Award nominees (chapter books). The team will compete in the county reading bowl which is usually in February.

The media center may also help sponsor other suggested reading promotions.

## **G. Other Information**

### **Volunteers**

Parent volunteers are welcomed at any time in the media center. They can help shelve books, run copies, assist students, and other activities. If you know of parents who may be interested in being a media center volunteer, please have them contact the media staff. ***They will need the background check approval and a signed copy of the handbook form on file.***

### **Internet Use by Students**

Students may use the Internet for research in the media center IF they have parental permission AND a note from the teacher detailing the research topic and sites to visit. They must show the note to a media center staff member BEFORE getting on the computer. Forms will be provided for you to use for this. Students should be instructed to use Galileo or other approved search engines prior to using Google. Approved search engines will help narrow down searches for students as well as provide safe sites for them to explore.

### **Printing**

Before students print anything while using the media center computers, they need to have an adult check what they are printing. This is to make sure the printer ink and paper are being used in a productive way. Students may ask to print a page or two in black and white on an as needed basis. No color ink is available for student printing. A media center staff member will assist students with printing options. This cannot be a continuous option throughout the year as funds for ink are often unavailable.

### **Laminating**

Laminating will be done by the media center staff or trained volunteers on Mondays and Wednesdays. Please label your materials, attach your clothes pin, and place your items in the grade level bins by 10:00 a.m. on those days, or it will be laminated the following day. With the budget constraints and the expense of the laminating film, please make sure you are laminating only those items that will be used repeatedly or will be kept by students or parents. Each teacher may laminate up to the following number of inches of materials for the year: **2000.”** The media staff will keep measurements and will distribute updates on usage during the year. Once a teacher has reached their limit for the school year, he or she will be notified, and no more laminating will be done for that teacher.

Items that cannot be laminated include: anything with metal prongs or pieces, items that are pre-laminated or previously laminated, items with glitter on them, items thicker than poster board, sticky items, or personal items. Items that have been colored with crayon may not laminate well as the heat melts the crayon on the item causing it to run.

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## **Poster Board**

Poster board, located in the media equipment storage room, is available for class projects and other use by teachers. It is not for sale to students; however, if a student is financially unable to provide his/her own poster board for a homework project/assignment, you may provide them a piece from this stock. Poster board is not provided for 4-H or other at home projects. We do not purchase class sets of posters. We are able to provide posters for group work.

## **School Store**

While the full school store is no longer in operation, the media center does sell \$1 packs of notebook paper, \$1 folders, and \$.50 pencils as needed to students and teachers. Blank CDs may also be available for \$1.

## **School Web Site**

Flippen Elementary's web site is [www.flippenelementary.org](http://www.flippenelementary.org) (or [www.henry.k12.ga.us/fle](http://www.henry.k12.ga.us/fle)). Our website will be maintained using Schoolwires. This program allows each teacher to have their own web presence. On your class web page you can post pictures and keep parents and students informed of classroom and grade level procedures, activities, and important dates. You can help students share their learning experiences at school with their families and friends. Each teacher will be responsible for keeping their page(s) up-to-date. Sponsors of special activities/clubs can also provide a web page for that group. Web posting guidelines from the county must be followed, and all web pages must be reviewed by another teacher to prevent errors. The three most important guidelines are: (1) At NO time should a child's picture and first name appear together. Last names of students cannot be used; (2) Proofread carefully for correct spelling and grammar; (3) Parents and/or students can NOT maintain your web page for you. Ms. Creech is the website administrator and is open to comments and ideas to make the school's web site the best it can be. If you notice any discrepancies, please email her as soon as possible.

## **Henry County Schools School Teacher Webpage Posting Guidelines**

- 1) Each school is encouraged to use School Wires as the school Web page authoring solution.
- 2) Individual school Web sites will originate from and be housed in the school system Data Center. All school system related Web sites will be hosted by Henry County Schools (HCS).
- 3) All Web page content hosted in the school system Data Center is the property of HCS.
- 4) A school Web coordinator is the media specialist. The media specialist coordinates the Web site (including school, teacher, and extracurricular organizational Web pages).
- 7) HCS reserves the right to remove material from teacher, or extracurricular organization Web pages, including removal of the Web pages in their entirety, when the material does not fall within the school system Web page guidelines or board policy.
- 8) Web pages may not contain copyrighted material unless prior written permission is obtained. Copyrighted material will be properly cited using a standard citation format.
- 9) A current list of Partners-in-Education (with logos and contact information) is permitted along with a link to the Partners-in-Education's Web site(s). School system Web pages will not include links to other commercial businesses or advertisements and will not solicit business, advertise, or otherwise engage in commercial enterprise.



- 10) The capability of Web links to pass through the school system Web content filter will be verified prior to posting.
- 11) All content posted to HCS Web pages will adhere to the Acceptable Use Guidelines located in the student and staff handbooks.
- 12) Web pages may not contain both a student's photograph and their name together. A student's photograph may be posted without their name or the student's name may be posted without their photograph. NOTE: A parent may prohibit the posting (or taking) of their child's picture as specified in the Student & Parent Handbook. It is recommended that the school maintain a list of students whose picture may not be taken and that this list is made accessible to all staff who post to the Web.
- 13) For all classroom/activity web pages that are identified as being exclusive to students with disabilities, it is required that permission from each student's parent(s) be obtained prior to that student's name, picture, or video being posted. Although a student's picture may appear on the school webpage, children should not be identified on any web page as students with disabilities without parental consent. If a student's name, photo, or video appears without being identified as a student with disability, no parental consent is required.
- 14) The Web site will not contain public message boards or chat-room areas.
- 15) Each teacher will provide, at a minimum, their HCS e-mail address and an introduction on their faculty Web page.
- 16) Web pages should be reviewed regularly to ensure the content is current and accurate.

### **Teacher Book Swap**

A section of shelves is designated in the media equipment storage room for the teacher book swap. This storage room is behind Ms. Creech's office. Just bring in good paperback books that others might enjoy reading and put them on the shelf. They are alphabetized by author's last name. Then whenever you need a good book to read for yourself, browse the shelves and borrow what you like.