

**Lake Forest Hills  
Media Center Handbook  
2018-2019**



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## **Mission**

The mission of Lake Forest Hills Elementary Media Center is to offer support, resources, enrichment, and a love of reading to the developing life-long learners within our educational environment which includes home, school, and community.

## **Goals**

- To provide services to students, faculty and staff that will enhance the learning environment within the school.
- To provide resources and instructional materials that will facilitate growth in factual knowledge through research, appreciation of literature, ethical standards, and the IB attributes and attitudes that are addressed at the school on a daily basis.
- To provide information that will enable students to make intelligent, informed decisions in their daily lives.
- To provide technology assistance for all students and faculty in their quest for knowledge.
- To provide materials covering numerous topics that can promote critical reading, thinking, and listening.
- To provide materials representative of many religious, ethnic and cultural groups and their contributions to our society.
- To provide materials that cover local and global needs to help facilitate the IB learning that is happening in the classroom.

## **State Standards for Media**

A brief synopsis of the Georgia Department of Education standards is as follows:

- Each school will have a media center.
- Media centers built after January 1, 1982 must contain the nine functional areas as required in A Guide for Planning and Construction of School Facilities in Georgia: Media Center Facilities.
- Media specialists are assigned to schools based on FTE counts.
- Schools with 250 or fewer FTEs must have as a minimum of one half-time media specialist; the media center must be opened with adult supervision during the entire instructional day.
- Schools with more than 250 FTEs will have a least one full-time media specialist.

The Georgia Department of Education, the Georgia Accrediting Commission and the Southern Association of Colleges and Schools standards will be followed for collection requirements. These standards include:

- An elementary/middle school media center must have a constantly growing collection with a **minimum** of 10 books per student and other materials suitable for use in a sound instructional program.
- A high school media center must have a consistently growing collection with a **minimum** of 10 books per student and other materials suitable for use in sound instructional program.
- Non-print materials shall be provided as indicated by the needs of the instructional program and in accordance with expenditures.
- All materials shall be cataloged using the standard Dewey Decimal System and using the MARC format.
- Circulation records shall be kept for the purposes of evaluating student use of the media center.
- Each student shall have regular and frequent access to the media center on both an individual and class group basis.
- The media collection shall be weeded annually to remove materials that are badly worn or out of date.
- There shall be evidence that students have continual access to use books and other learning materials.
- There must be accessibility of the media center for both individual students and groups simultaneously throughout the instructional day during each day of the year. To this end, the center should be available for students and teachers to use according to instructional need rather than to a predetermined schedule.
- To insure maximum use of school media resources, the center must be open every day that school is in session. The center should not be closed to facilitate meetings or testing programs. It is recommended the center accommodate students before and/or after the school day.
- Insuring accessibility during the inventory process may require some temporary alteration in the hours of operation, or in the availability of materials for circulation, or the level of services provided to students and staff. Such modifications should be approved by the school administrator and announced in advance, but should not include closing the facility.

## **Media Center Operations/Scheduling**

Lake Forest Hills Elementary Media Center operates on an open and flexible schedule. The open schedule is mandated by the Richmond County board of Education and Georgia State law.

The library is open each school day from 8:00 a.m. – 4:00 p.m. Each student should have a library card/pass when entering the media center unless entering as a whole group.

It is a Richmond County policy that the teacher remains with his/her class during whole class visits. An open class format is provided for the teachers to have an entire class come to the library for a definite purpose, i.e. research, video etc. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities.

## **Duties and Responsibilities of a Media Specialist**

The Media Specialist is expected to meet professional standards and certification. Within the school setting, he/she will be expected to be responsible for the following:

- Implementing media policies and standards in line with state and local policies and procedures
- Creating and fostering a climate that motivates effective utilization of media facilities, resources and services
- Maintain a neat and orderly media center and materials collection
- Ordering materials for the collection in a timely and approved manner
- Processing materials in a timely and recognized manner
- Understands and is responsible for the automated media system used by the county
- Maintaining accurate records of media center as requested
- Completing and turning in reports as required
- Setting policies and procedures for the operation of the media center
- Preparing a Media Center Handbook detailing the policies and procedures to be followed by students and faculty and presenting it to them
- Cataloging all materials and equipment by assigning Dewey Decimal call numbers and supervising their data entry into the automated system
- Teaching library and reference skills to students
- Teaching information literacy skills
- Acting as the “copyright adviser” for the school and obtains copyright clearances when appropriate

- Acting as “reconsideration of materials” contact person for the school
- Coordinating the Building Media and Technology Committee
- Meeting with faculty, individually and as a group, to discuss the instructional needs of the students to aid in the identification of materials to support the curricular needs of the school
- Cooperative planning with individual teachers to meet their needs and those of their students
- Supervising Internet use and access within the school
- Maintaining an accurate accounting of all Grant items as a part of the automated media system
- Maintaining awareness of new developments in instructional technology and providing this information to the administrators, faculty and students
- Seeking opportunities to increase professional skills through reading, study and staff development

## **Building Media Committee**

Each school unit will have a Building Media Committee. This committee will be composed of administrative, instructional and media personnel, parents, students, and community representatives.

The Building Media Committee will meet as often as needed or as required to meet the school’s needs.

The committee is charged with making recommendations for the media program in the school concerning:

1. Long- range program goals for all types of media used by the instructional program
2. Budget priorities
3. Reconsideration of materials
4. Operational procedures
5. Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance where necessary
6. Program evaluation, including expansion and deletion of services
7. Policies for disposition of gifts
8. Policies for the use of non-school owned materials in the classroom
9. Mechanism for the use of information sources outside the school

10. Assist the media specialist in evaluating and prioritizing requests from the faculty and students for additions to materials in the media collection

The Media Specialist shall be responsible for organizing and working with the Building Media Committee.

The Media Specialist shall be guided by, but not limited to, the suggestions of the Building Media Committee. It is, and shall remain, the Media Specialist's responsibility to order all print, non-print and audio-visual materials and equipment to ensure a balanced collection is available for instructional use in the media center.

### **Criteria for the Acquisition of Materials**

- Overall instructional purpose
- Educational suitability and age appropriateness
- Timeliness
- Importance of the subject matter
- Quality of the materials
- Readability level
- Authoritativeness
- Reputation of the publisher/producer
- Reputation and the significance of the author/artist
- Format
- Favorable recommendations based on reviews and professional evaluations
- High degree of potential user appeal
- Value commensurate with cost/need

### **Gifts and Non-School Owned Materials**

The Lake Forest Hills Elementary Media Center will follow all the Richmond County guidelines and policies as it pertains to the receiving of gifts and other materials donated. Gifts must be judged in light of their benefit to the school's educational program. Gifts should only be accepted if they are up-to-date and enhance the Media Center's collection.

## **Reconsideration of Materials**

Materials will only be removed from the collection as they become outdated and meet the criteria of the annual weeding process. However, on occasion, a complaint is received that a specific book or material is inappropriate for the learners at Lake Forest Hills. The following procedure will be implemented for a complaint:

The complainant will be asked to file their complaint in writing on the “Form for Reconsideration of Media” to the administrator. The school administrator shall refer the complaint to the Building Media Committee to consider the validity of the complaint. After reviewing the complaint the committee will meet with the complainant to reach a decision on the issue. If the complainant does not accept the response of the committee then the complaint will be referred to a RCSS Media Committee.

## **Copyright Policies and Procedures**

The media specialist is a “copyright advisor” for reproduction and use of copyrighted print, non-print and electronic information. It is the responsibility of the classroom teacher to follow all copyright laws and guidelines.

<http://www.copyright.gov/>

The copyright law allows Library photocopying under Section 107 Fair Use when the following criteria is met:

- Purpose and character of use
- Nature of the work
- Amount and substantiality of the portion used
- Effect upon the potential market for the work

For more information pertaining to copyright, please visit the following web address: <http://www.whatiscopyright.org/>



## **Circulation Policy**

Teachers may check out materials for a period of one month with the exception of curriculum materials which can be checked out for the school year. Students in Kindergarten/First will be allowed to check out one book for a period of two weeks. Students in Grade 2-5 will be allowed to check out 2 books for a period of two weeks.

If a student has a late book then the student cannot check out another book until the late book is returned or paid for.

## **Lost or Damaged Books**

The media center will assess all damages and charge the student for the cost of replacing the book. Lost books must be paid for before a student can check out any additional books.

## **DVD/Videotape Policy**

Any dvd/videotape housed in our Media Center may be shown if it is instructionally related and documented in the teacher's lesson plans. Personal videos brought in by teachers, students and or parents must be submitted for preview and approved by the building administrator or the media committee.

### *VIDEO TAPE USAGE*

Educational video copyright policy will follow standard guidelines. If unlimited, the program may be taped and kept indefinitely. If a specific date follows the program description, the copy must be erased by that date. If no date appears, the tape may be used once for instruction and once for re-teaching and then erased. Videos taped must be included in the teacher's plans.

## **Computer, Software, & Equipment Documentation & Passwords**

A file for all information including serial numbers and passwords is housed in the media center. It is the responsibility of each classroom teacher to protect their passwords and to keep their equipment clean and operational. The media specialist is not a technician, but can troubleshoot when the need arises. If the repair needs the attention of a technician, the classroom teacher should notify the media specialist who will submit the request to Media and Technology.

## **Student Media Festival**

The media center and the faculty encourage students to explore technology for consideration of the Media Festival. Students are given access to computers in the classroom and the media center. The purpose of the festival is to stimulate student interest and involvement in all types of media productions. Students can show their work and be judged at local, system and state levels.

## **Internet Acceptable Use**

The Acceptable Use Procedures apply to all students, faculty, staff, employees and visitors (both adults and minors) of the Richmond County School System. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The school system reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

### *Availability of Access:*

The Internet will be available to users for instructional and administrative purposes. The electronic information available to users does not imply endorsement by the Richmond County Board of Education. The use of the network is a privilege, not a right, and misuse will result in disciplinary actions, including cancellation of those privileges.

### *Security:*

Users must maintain appropriate passwords to obtain access to the network. Login information, user names, and passwords are confidential and it is the responsibility of the user to safeguard that information. Passwords should be at least 8 characters and should contain a number and a capital letter. No user should login with another user's information.

While the Internet is an extremely valuable tool for educational research, information is accessible that may not be appropriate according to community, school, or family standards. The Richmond County Board of Education provides an Internet filtering system which blocks access to a large percentage of inappropriate sites. Specifically, as required by the Children's Internet Protection Act, visual depictions of material deemed obscene or child pornography, or any material deemed to be harmful to minors will be blocked by the web filtering system. Even though most objectionable sites are blocked, various entities create new inappropriate sites daily. If a questionable site or information is encountered, the same should be reported to the school's Media Specialist or to the Media and Instructional Technology Department. Staff members in Media and Instructional Technology will make every effort to block the site as quickly as possible.

#### Internet Safety:

Internet safety is a great concern of the Richmond County Board of Education. It shall be the responsibility of all educators of the Richmond County School System, including administrators, instructional supervisors, principals, teachers, media specialists, technology specialists, guidance counselors, instructional paraprofessionals and any other personnel having access to the online computer network for instructional purposes, to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA), as much as is practical.

A series of age appropriate Internet Safety courses will be taught to all students in the Richmond County School System to provide education on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, safety and privacy, as well as cyberbullying awareness and response. School personnel have the discretion to provide such other training or to implement such other curricula, provided that such training or curricula meet the requirements of CIPA, as may be amended from time to time. Any suggested topics or proposed curricula are intended as a guideline and in no way replace or

diminish the professional judgment and discretion of the administrators or school personnel implementing this policy.

**The following will be considered inappropriate uses of the Richmond County School System Technology Network, which list is not exhaustive and includes but is not limited to:**

A. Posting, publishing, sending or creating materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, State law or federal law

NOTE: Students who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Code of Student Conduct and Discipline as well as criminal charges, if applicable.

B. Accessing, sending, creating or posting materials or communications that could be inconsistent with the district's educational needs and goals

C. Using the network for financial gain, advertising or commercial activity

D. Transmitting any material in violation of any United States or State law or regulation

E. Posting anonymous or forging electronic mail messages or altering, deleting or copying another user's email

F. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws

G. Downloading, installing, or playing any unauthorized program or content (even that created at home) on any school's computer or network

H. Purposely bringing any hardware on the premises or loading any software that is designed to damage, alter, destroy or provide access to unauthorized data

I. Attempting to vandalize or disassemble any network or computer component including the attempt to alter network or computer configuration

J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person

K. Sending spam through email

L. Using the network while access privileges have been suspended

M. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies

*Employee Responsibilities:*

- Employees must use good judgment and keep all passwords protected. Do not post a list of usernames and passwords where they may be seen by students or others. Never email user names and passwords to unknown sources. The Richmond County School System Information Technology Department will never ask for passwords by email.
- When leaving a computer, always log off so to prevent unauthorized access to files or email.
- Students should always be supervised while using the Internet, computers, handheld devices or electronic resources.
- Email accounts are provided for professional use only. Email should not be used for personal gain or business related activities. Broadcasting of unsolicited messages is prohibited. All employees must request permission from the building administrator before sending any messages to an entire building's staff. Permission has to be granted from the Superintendent or designee to send messages to "All Users" in the system.
- If an employee brings a personal computer or handheld device, he/she must fill out a form to put the device on the network. The computer or device must have updated antivirus software. The device must be virus free and must not contain any unauthorized or inappropriate files.
- Employees may not download any unauthorized software onto Richmond County School System computers.
- Employees will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.

- Employees must follow the Code of Ethics for Educators, as well as any other applicable laws or regulations.
- Employees shall act in good faith to enforce the operation of technology protection measures while school computers with Internet access are being used.

*Parent Responsibilities:*

- Parents should read through the entire Internet Acceptable Use Policy and Procedures and discuss Internet safety with their child.
- Parents not wishing for their child's picture, video clip or name to be featured on Richmond County School System websites should see the school's Media Specialist to fill out an online Opt Out form.

*Student Responsibilities:*

- Students should not use the Internet for purposes other than instructional assignments related to the curriculum.
- Students will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.
- Students must follow teacher directions for Internet related assignments.
- Students must heed prohibitions and Internet Safety rules.
- Students should participate in any and all training as instructed by school personnel.
- Students will follow all applicable rules related to Internet, computer or digital device use contained within the Student Code of Conduct and Discipline and sign that they have read the policy and procedures of the Richmond County School System and agree to abide by the same.
- Students should take precautions when using the network.

*For Internet Safety, Students Are Reminded They Should:*

- Never provide last name, address, telephone number, or school name online to someone they do not know.
- Never respond to and always report any messages that make the student feel uncomfortable or that are from an unknown origin.

- Never send a photo of themselves or anyone else without the permission of a parent.
- Never arrange a face-to-face meeting with someone they met online.
- Never open attachments or files from unknown senders.
- Always report any inappropriate sites observed.

### **Usage of Mobile Devices and/or Personal Computers**

The use of mobile devices or personal computers on campus is a privilege that the school grants to students who are willing to assume the responsibilities outlined in the Richmond County Acceptable Use Policy and Procedures. This usage policy also applies to the mobile devices checked out by the school and the RCSS Mobile Device/BYOT Agreement must be signed by the student and parent. All guidelines in the Richmond County Board of Education Acceptable Use Policy and Procedures continue to apply when a student brings a personal laptop computer or other mobile device for use on campus.

# FORMS



# Form for Reconsideration of Media

Media consists of all types of print and non-print materials.

Type of media: \_\_\_\_\_

Name of item: \_\_\_\_\_

Publisher and/or Author: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

## Complainant represents

\_\_\_ Him/her self

\_\_\_ Organization (Name) \_\_\_\_\_

\_\_\_ Other Group (Identify) \_\_\_\_\_

1. Did you read, view or listen to the complete item: \_\_\_Yes \_\_\_No

2. How was the item acquired (Assignment, free selection, from a friend, etc.)

3. It the item part of a series? \_\_\_\_\_

4. What is objectionable regarding the item and why? (Be specific)

5. Were there good sections included in the item? \_\_\_Yes \_\_\_No

If yes, please list them:

## Form for Reconsideration of Media – Page 2

6. What do you feel might be the result of using this material?

7. What do you believe is the theme of the material?

8. Did you locate reviews of this item? \_\_\_Yes \_\_\_No

If yes, please cite them:

If no why not?

9. Did the review(s) substantiate your feelings? \_\_\_Yes \_\_\_No

10. Is there any educational merit to the item? \_\_\_Yes \_\_\_No

If yes, what do you feel would be the approximate grade level(s)?

11. How do you see the item being utilized in an educational program?

12. List the person(s) with whom you have discussed this item.

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

Title/Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

13. What were their reactions and/or opinions?

14. What do you suggest be done with the item in question?

15. What do you suggest be provided to replace the item in question?

Signature of Complainant: \_\_\_\_\_

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

# Loan of Equipment Form

## Richmond County Board of Education

### Loan of Equipment

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

Return date: \_\_\_\_\_

It is the borrower's responsibility to:

- Make sure the equipment is in working order when it is checked out.
- Return the material by the due date.
- Return the material in the same condition in which it was received.
- Provide Police Report should the equipment be stolen or destroyed by fire.

Please include current replacement cost (CRC) and list each piece of equipment separately.

Model	Make	Serial #	Current Replacement Cost
Computer:	_____	_____	\$ _____
Monitor:	_____	_____	\$ _____
Other equipment:	_____	_____	\$ _____

**\*\* Deep Freeze should be installed on all instructional computers. Deep Freeze is set up to go into a maintenance mode from 11:00 pm to 5:00 am. Please understand that you will not be able to use your computer during this time.**

Name and signature of Borrower (Print & Sign): \_\_\_\_\_

School authorized signature: \_\_\_\_\_

rev 4/16/15

# Technology Contract

The Richmond County School System believes in using technology in conjunction with teacher-directed activities. The use of technology is a privilege – not a right. The failure of any user to follow these procedures will result in the loss of privileges or other appropriate disciplinary actions.

- Students will be responsible and will follow all rules set forth in the Richmond County Acceptable Use Policy.
- Students will not damage hardware or download unauthorized software.
- Students will not disable or attempt to bypass filtering or monitoring software.
- Students will use technology for instructional purposes only.
- Students will be responsible for saving and maintaining the privacy of their own account or work.
- Students who intentionally damage or take technology equipment must pay full repair or replacement cost.

School Name: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

I agree to follow the Acceptable Use Policy and the rules of this contract. I agree to use technology in a responsible way to further my education.

Student Signature: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

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

I have read and understand the Student Acceptable Use Policy and this contract. I give my consent for my child to use technology in the Richmond County School System.

Parent Signature: \_\_\_\_\_

Printed Parent Name: \_\_\_\_\_

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

Lake Forest Hills Accelerated Reader Goals  
2018-2019

Grade Level	First Semester	Second Semester
Kindergarten	4 points 80% Average	6 points 80% Average
1 <sup>st</sup> Grade	6 points 80% Average	12 points 80% Average
2 <sup>nd</sup> Grade	18 points 80% Average	22 points 80% Average
3 <sup>rd</sup> Grade	24 points 80% Average	28 points 80% Average
4 <sup>th</sup> Grade	30 points 80% Average	35 points 80% Average
5 <sup>th</sup> Grade	40 points 80% Average	45 points 80% Average

\*\*The deadline for earning Accelerated Reader points for the 1<sup>st</sup> semester AR party is 3:30 pm, Friday, December 7, 2018. The 2<sup>nd</sup> semester deadline is 3:30 pm, Friday, May 3, 2019.

AR Parties

First Semester: December 14, 2018

Second Semester: May 10, 2019

**\*\*Reminder: AR goals for the second semester party start back at ZERO points!**

