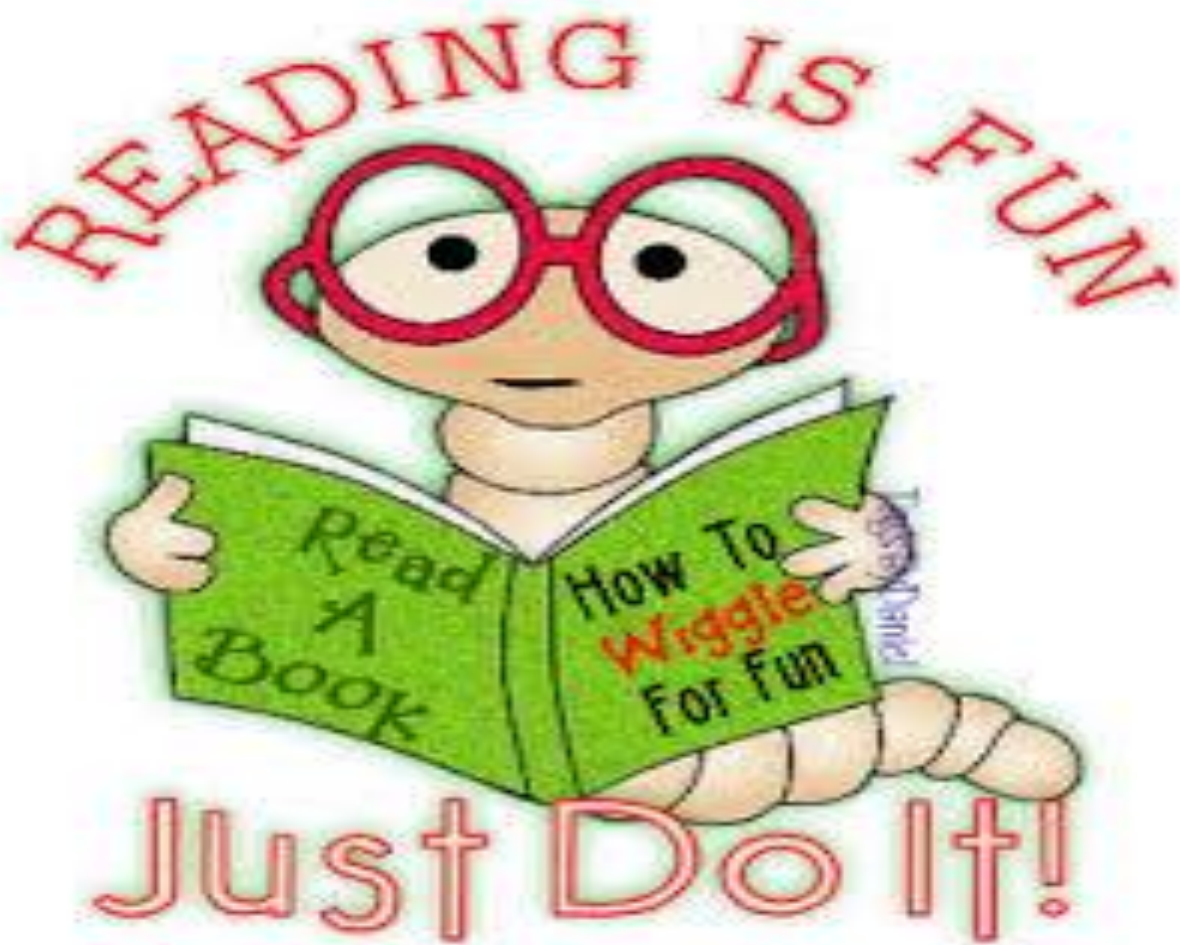# Murphey Middle School
Media Center Handbook
2019-2020

Dr. Deldra McCord – Media Specialist
Dr. Justin Durham – Principal

Revised August 2019

Mission Statement

The mission of Murphey Middle School (MMS) media center is to work collaboratively with the faculty, staff, and administrators to integrate library, research, and technology skills into the curriculum. This will enhance academic rigor, improve school culture, and provide different instructional strategies for all students. The school library media center provides access to various resources that support academic instruction. Additionally, the school library media center collaborates with parents and community members.

Philosophy

The philosophy of the school library media center is to educate our students by promoting knowledge and skills that produces life-long learners. The school library media center a vital part of the school. The program is designed to service students, faculty, staff, administration, and the community. It promotes intellectual freedom and physical access for all students. The school library media center is at the core of the school and it directly impacts many aspects of the school environment. Its mission and goals are aligned with the school and it supports the school improvement plan. The daily operations of the school library media center include collaborating with students, teachers, administrators, and the community. It is a place that allows students to learn information and technology skills that are directly related to all academic content areas. Additionally, it is essential that students know how to locate, interpret, analyze, synthesize, evaluate, and communicate information related to every content area.

Goals

● To provide those services to students, faculty and staff that will enhance the international program within the school.

● To provide instructional materials that will stimulate growth in factual knowledge, literary appreciation, ethical standards and aesthetic and moral values.

● To provide information that will enable students to make intelligent, informed decisions in their daily lives.

● To provide technology options for all students, as well as print and non-print materials, in their quest for knowledge.

● To provide materials on opposing views of controversial issues so students, with guidance, may develop skills necessary for critical reading, thinking, and listening.

● To provide materials representative of many religious, ethnic and cultural groups and their contributions to our mutual heritage.

Operations/Scheduling

The school library media center is open during the instructional hours of 9:00am-4:00pm daily under the supervision of the media specialist and/or identified volunteers. Large group activities should be scheduled by the teacher for varying days and/or lengths of time to fit the needs of the planned instruction.

School Library Media Center Procedures

The school library media center is available to all teachers and students for reference, research, and pleasure reading. Teachers may send small groups of no more than five students throughout the day. Students must sign in upon entering the school library media center. Students must have a pass to enter. The pass must include the student's name, the teacher's name, the time the student left the classroom, and the student's assignment. Students who are sent to the school library media center and who fail to follow behavior procedures will be disciplined appropriately. Any student who violates the Student Internet Policy will lose all Internet privileges.

Teachers are to enforce the school library media center behavioral procedures while using the facility:

● Students are to speak quietly.

● Students are to follow school guidelines concerning food and drink. (No Food or Drinks).

● Students are to be on task. (Sleeping is not acceptable.)

● Students are to use the school library media center furniture properly. (Sit in chairs with all four legs on the floor.)

Statement of Flexible Scheduling

The school library media center operates on an open and flexible schedule. The open schedule is mandated by the Richmond County School System (RCSS). The flexible concept includes:

● It is RCSS policy that the teacher remains with his/her class. Flexible Scheduling is addressed in the DOE rule IFBD 160-4-4-.01. The media program is not to be used as a means to provide planning time for teachers. Instead, it is a schedule that works in partnership with collaboration.

●The school library media center should be available for students and teacher to use according to instructional need rather than a predetermined schedule.

●The school library media center is open to individual students, small groups of students, and faculty at all times.

●Cooperative planning between the media specialist and teachers shall help optimize utilization of the available resources.

Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities and resources. The media specialist is available to collaborate with teachers on the integration of technology and/or library media skills into the curriculum. Teachers must submit the lesson plan to the media specialist at least one week in advance.

A sign-up sheet is located on the circulation desk in the school library media center. Teachers may sign up for classroom use of the media center in the form of whole class checkout, research, information literacy lessons, collaborative lessons, or for special speakers.

No fixed schedules will be honored. Each student should have a media pass. Students wishing to do research or use the Internet should have a media pass with assignment instructions.

Gift and Non-school Owned Material

Gifts and non-school materials will gladly be accepted if they support the school's instructional program. Gifts will only be added if they add to the strength of the school library media center's collection.

Reconsideration of Media Materials

In a democracy, opinions differ, and occasionally there may be criticism of the most carefully selected materials. In the case of a complaint, the following procedures shall be followed:

● The complainant will file the complaint, in writing and on the approved form, with the school administrator. (See Appendix)

● The school administrator will refer the complaint to the Building Media and Technology Committee to consider the validity of the complaint. After reviewing the complaint, the committee will read, watch or listen to the material in question and write an answer to the complaint, detailing their opinion of the item in question in a timely manner.

● The Building Media and Technology Committee will meet with the complainant to discuss the item and try to reach an amicable and acceptable decision of the issue.

● A written report of all actions taken by the Committee will be sent to the school's Principal.

● If the complainant does not accept the decision of the Committee at the local school level, the complaint shall be referred to the County Committee. The County Committee shall follow the same procedure and make recommendations.

● If the complainant does not accept the decision of the Richmond County Media Committee, the ultimate decision will be the responsibility of the Board of Education.

● The appropriate form shall be the Form for Reconsideration of Materials found in the Appendix. Copies of this form should be kept on hand to give to anyone approaching the principal, teacher or media specialist with a complaint.

Copyright Policy and Procedures

Copyright policy requires that each school administrator appoint an interpreter of copyright laws. It is the responsibility of the principal and/or media specialist to inform, instruct, and monitor copyright laws.

All materials that are not available through this media center or Educational Media and Technology must have prior approval from a member of the Building Media and Technology committee before being used in the classroom.

The media specialist, administrators, and teachers are expected to set a good example for the students by strictly adhering to copyright law. The media specialist will act as "copyright advisor" for reproduction and use of copyrighted print, non-print, and electronic information.

Teachers MAY NOT:

● Make multiple copies of a work for classroom use if it has already been copied for another class in the same institution.

● Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term.

● Make multiple copies of works more than nine times in the same class term.

● Make a copy of works to take the place of an anthology.

● Make a copy of "consumable" materials, such as workbooks.

● Use a rented video tape in the classroom for any reason.

● Use a purchased video tape for any reason other than instruction.

● Use a video not contained in the school library media center collection without turning in a completed approval form and receiving approval from the Building Media and Technology Committee.

● Make a copy of a video that contains the statement: "All rights reserved," "No duplication," etc. without written permission from the owning company

Teachers MAY:

● Make a single copy, for use in scholarly research, or in teaching, or in preparation for teaching a class of the following:

● A chapter from a book

● An article from a periodical or newspaper

● A short story, short essay, or short poem, whether or not from a collected work

● A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical or newspaper

● Make multiple copies for classroom use only and not to exceed one per student in a class or the following:

● A complete poem, if it is less than 250 words and printed on not more than two pages

● An excerpt from a longer poem, if it is less than 250 words

●An excerpt from a prose work, if it is less than 1,000 words or 10 percent of the work, whichever is less.

●One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

●View films/videos from our media collection that pertain to classroom objectives are written in their lesson plans

●Record programs to be used in face-to-face instruction activities within the first ten days after recording. The video must be erased after 45 days.

This is not a complete list of "do's" and "don'ts." When in doubt about copyright law, do not use the material without first checking with the media specialist.

Two good resources are Copyright: A Guide to Information and Resources, 3rd Edition by Gary H. Becker and/or www.copyright.gov

Internet Policy for Students

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,

<u>Students Are Reminded They Should</u>:

● 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.

Internet Acceptable Use Policy for Teachers

<u>Employee Responsibilities:</u>

● Employees must use good judgment and keep all passwords protected. Do not post a list of user names 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 44 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.

Building Media and Technology Committee

Murphey Middle School has a Building Media and Technology Committee. This committee consist of an administrator, instructional and media personnel, parents, students, and community representatives. The Building Media and Technology 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 and Technology Committee. The Media Specialist shall be guided by, but not limited to, the suggestions of the Building Media and Technology 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.

Selection Policy

Murphey Middle School Selection policies include: 1. Provide materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students. 2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards. 3. Providing material, which will enable students to make intelligent judgments in their daily lives. 4. Providing materials on opposing sides of controversial issues so students may develop, under guidance, the practice of critical reading and thinking. 5. Providing materials on many religious, ethnic and cultural groups and their contribution to our heritage. 6. Placing principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the media center. All Media Specialists shall use industry standards and recognized reviewing instruments to assist in the selection of all materials for the media center.

Circulation Policy

Library

Teachers may check out materials for a period of one month with the exception of curriculum materials, which can be checked out for the entire school year. All students are allowed to check out library books without limitations. Students can check out library materials for a two-week period. After two weeks the library materials can be returned or renewed. Magazines and reference materials must be used in the media center and will not be available for student check-out.

Textbooks

Textbooks will be checked out to teachers and students for the school year. Teachers will receive a schedule for textbook checkout. All textbooks must be returned to the textbook bookroom at end of the school year.

Lost and Damaged Books, Materials and Equipment

The following guidelines for charging student fees, fines and charges should be considered:

● Media Specialists will determine the amount charged for lost or damaged library books, materials and equipment using the Instructional Materials guidelines.

- A minimum of $1.00 shall be charged for damages. Damaged barcodes should be charged as damage to the book. Fines are generated in the media center, but all monies are paid to the school bookkeeper.

- Lost books should be charged according to cost.

- If a student owes money for lost or damaged books, materials or equipment, the student's parents are to be notified by overdue slip, lost book notice and or bill for damages.

- Students withdrawing owing money for lost or damaged books, materials or equipment should have the amount owed and the item written on the withdrawal slip. If the student transfers within Richmond County, the administrator is to accept the student and attempt to collect the amount owed.

- Library Materials- It is up to each individual media specialist and school to decide whether fines will be charged for overdue materials. If fines are charged, they should not be punitive but be used as a means of recovering media center materials in a timely manner.

FINE PAYMENTS

A receipt will be given to the Media Specialist to clear the fines from Destiny. The Media Specialist will provide the payee and the School Bookkeeper with receipts from Destiny of all transactions.

Videotape/DVD Policy

All videos or movies contained in the school library media center's collection should be directly related to the curriculum. The movie rating must be appropriate to the grade level where the movie is being shown. For any movie with a PG-13 or R rating, a parental permission note must be sent home. Students must not be penalized for not being able to watch a movie in which they did not receive parental permission to watch. For example, The Giver is part of the 7th grade ELA curriculum; if a student does not get permission from a parent to view the movie, he or she is not penalized. Most movies in the school library media collection are rated "G."

Complete the Request to Show School Video Form (See Appendix) if you would like to show a video. The top portion of the form must be completed for videos that are part of the school library media center circulation. It must be submitted one week in advance. The bottom portion must be completed for Non-school

videos that are NOT part of the school library media center circulation. A non-school video request must be submitted two-weeks in advance.

Software

Software is different from other purchases because it can require licensing and support. Often, it is intangible and web-based. It is extremely important that all software purchases be approved by the Richmond County School System for: 1. Alignment with the Georgia Performance Standards (Instructional Software) 2. The learning styles of students (Instructional Software) 3. Evidence of effectiveness 4. Total cost of ownership 5. Manufacturer support 6. Compatibility with the RCSS network (including bandwidth and hardware requirements) Instructional Software Guidelines Individual schools or teachers should not use software unless it has met approval. Schools, Departments or employees requesting specific software must submit a Software Evaluation Form. This form will be reviewed by the appropriate subject area Coordinator or Director. After the Director or Coordinator approves the form, it will be submitted to the Technology Department to determine network compatibility. After receiving approval from both Curriculum and Technology, the school, department or employee can proceed with ordering.

Computers and Mobile Devices

A file of all information including serial numbers is housed in the school library 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 minor problems when the need arises. If the repair needs the attention of a technician, then the classroom teacher is required to fill out a Technical Request Form (See Appendix). Computers and televisions are not to be moved from the room they are in by anyone other than the media specialist or IT. Teachers and staff who check out IPADS must fill out the Loan of Equipment Form (See Appendix). This form must be updated each school year.

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.

Murphey Middle School Media Center Promotes Reading, Writing, & Technology!

Combining Voices Literary Competition

Combining Voices is a special literary competition and tour opportunity designed for students in grades 4–12. The program encourages participants to respond visually and verbally to selected paintings from the Morris Museum's permanent collection. Students at Murphey Middle School will attend a field trip to the Morris Museum to include activities and a tour. Students will also have the opportunity to enter their work in the competition. Please check out the competition guidelines on the Morris Museum website http://www.themorris.org/education/combiningvoices.html

Helen Ruffin Reading Bowl

The Helen Ruffin Reading Bowl is a state competition that Richmond County supports. The bowl promotes the enthusiasm of students who love to read. Students in grades 6th through 8th are invited to participate at the school level. A list of the books for the 2019 reading bowl is located on the school library media center webpage. Each participant is required to read a minimum of six of the assigned books. However, students are encouraged to read as many as possible. The students are also required to actively participate during the Coaching sessions, games, and book activities.

Pizza Hut Reading BOOKIT Program

BOOK IT motivates students to read by rewarding their reading accomplishments with praise, recognition and pizza. The program is simple, flexible, fun and free. All 6th grade students who check out a book twice a month and turns in a written response from one of the books read, receives a free pizza coupon to submit to any local Pizza Hut.

Georgia Student Media Festival

The purpose of the festival is to stimulate student interest and involvement in all types of media production. This is accomplished by providing an opportunity for students to show their work to an interested audience, to have their work

critiqued by a panel of expert judges, and to be stimulated by the work of other students. K-12 festival activities progress through three successive levels: building, system, and state. Entries must be evaluated at each level and receive a superior rating in order to proceed to the next level.

MMS students are encouraged to create projects in all content areas that can be submitted to the GSMF. All entries are created by the students and submitted. For more information go to www.gsmf.us

Media Center Student Volunteers

Students are selected to assist in the media center. Duties include setting up equipment, deliveries to teachers, and shelving books. Students are expected to learn the Dewey Decimal system for correct shelving purposes. Students are also required to maintain passing grades in all academic core classes.

APPENDIX

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? Yes_____No_____If yes, did you read, view or listen

to the set or series? Yes_____No_____

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: _____

_____

_____

_____

_____

_____

_____

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_____

Request to Show School Videos

Must be submitted **one week (1)** prior to date of use to allow for scheduling.

TITLE OF VIDEO_____

SOURCE OF VIDEO_____

RELATIONSHIP TO CURRICULUM_____
_____

DATE I WISH TO SHOW THE VIDEO_____

I request the above listed video for use in my classroom for the above stated educational reason.

TEACHER_____DATE_____

Request to Show Non-school Videos

Must be submitted **two weeks (2)** prior to date of use to allow for previewing.

TITLE OF VIDEO_____

SOURCE OF VIDEO_____

RELATIONSHIP TO CURRICULUM_____
_____

DATE I WISH TO SHOW THE VIDEO_____

I request the Building Media and Technology Committee preview the above listed video with the intent that it be used in my classroom for the above stated educational reason.

****
_____Approved

_____Disapproved

DATE _____

PRINCIPAL_____

Technology Request Form

| Maint Request | **IT Request** | My Requests | Settings |

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend ▾

IT Request

Technology Request Form
To submit your request, complete the following form.
Note: Tag Number = Service Tag / Serial Number of unit.

Step 1 Please be yourself, click here if you are not Deldra McCord

First Name   **Last Name**   **Email**
Deldra   McCord   mccorde@richmond.k12.ga.us

Phone   **Pager**   **Mobile Phone**
7067377350

Step 2 **Location** ☑
Murphey Middle @ Bungalow Road ▾

Building
-- No Building Available -- ▾

Area   **Area/Room Number**
Classroom ▾   101

☐ Yes, remember my area entries for my next new request entry.

Step 3 **Select Problem Type:** ☑

Technology Help Desk: Click on the problem type below that best describes your issue.

CPU / Computer ▾

Step 4 **Please describe your problem or request.** ☑

My computer is running slow. I takes 10 minutes to power on and I can not access the Internet.

Step 5 **Tag Number** ☑

CG7654TY

Step 6 **Purpose**
Title-I ▾ ☑

Step 7 **Attachment**
Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

Step 8 **Submittal Password** ☑
••••••   Forgot Password?

Step 9 Submit

Your new requests are automatically shown as approved by you on submit.
NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified if this request is completed.
You will be notified if this request is declined.
You will be notified if this request is duplicated.
You will be notified if this request is closed.

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 working order
• 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 _____ $__678_____

Monitor _____$_____

Other ____IPAD2 Cover _____ _____$___35_____

** 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 <u>will not</u> be able to use your computer during this time.

Software - list titles separately; use the back of this form if necessary.

Title   **CRC**

_____$_____

Insurance Company: _____ Policy # _____

The equipment being loaned belongs to the Richmond County Board of Education and is public property. The borrower agrees to be responsible for the borrowed equipment and will be responsible for any and all damage or loss to the equipment or any piece of it, whether through misuse or theft, natural wear and tear alone excepted. The equipment will be returned to the school or department location at the end of the loan period. It shall be the responsibility of the borrower to inform school officials of any damage or malfunction. The borrower further agrees that the equipment is for official or educational use only and will not be used as a personal or family computer. It will not be used for playing games or Internet use, except for approved purposes and it shall not be used by other members of the dwelling. By directive of the Richmond County Board of Education.

Name and signature of Borrower _____ _____
                                                    (please print)   (signature)
School authorized signature _____
                                              (Principal/Assistant Principal or Media Specialist)

rev 7/20/10

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