

Glenn Hills High School Media Center Handbook

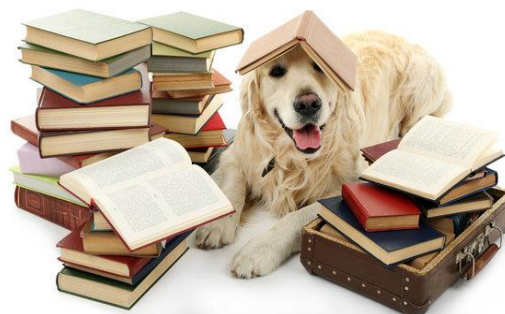


MS. VALERIA SMITH, PRINCIPAL

MS. VALERIE NEW, LIBRARY MEDIA SPECIALIST

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"Outside of a dog, a book is a man's best friend. Inside of a dog, it is too dark to read." - Groucho Marx

Purpose of Library Media Center Handbook

The purpose of the Glenn Hills High School (GHHS) Library Media Handbook is to provide the users of the library media center with a guide for the operation of the school library media program. The GHHS Library Media Center policies will adhere to the Richmond County School System (RCSS) Media Specialist's Handbook policies and procedures. This handbook will be updated as changes are made in the GHHS and RCSS Library Media Center program.

Media Center Mission

The mission of Glenn Hills High School library media program is to support the mission and instructional program of the school while striving to ensure that students are inspired to become critical thinkers, skilled researchers, as well as ethical users of information.

Media Center Vision

The vision of the Glenn Hills High School library media program is to supply students with the knowledge and skills that will enable them to access information for a lifelong learning by providing equitable, fair and impartial resources and services.

Goals of the Media Center

- To promote and support the instructional curriculum by providing a variety of resources in each subject area in as many formats as possible.
- To provide guidance in the usage of the Media Center through orientation of classes, as well as individual instruction.
- To promote the enjoyment of reading and to research activities by instituting media programs to foster interest.
- To promote and utilize instructional and informational technology in order to enhance and enrich all facets of the educational program.
- To provide materials which represent various religious, ethnic, and cultural groups.
- To provide materials from various points of view concerning controversial issues in order for students with guidance to develop skills necessary for critical reading, thinking and listening.

Statement of Flexible Scheduling

State law requires school media centers to operate on a flexible schedule (160-4-4.01): A plan for flexibly scheduled media center access for students and teachers in groups or as individuals simultaneously throughout each instructional day. Accessibility shall refer to the facility, the staff, and the resources and shall be based on instructional need.

This means the media center should be available for students and teachers to use according to instructional need rather than a predetermined, fixed schedule.

Therefore, the Glenn Hills Media Center is open to individual students, small groups of students, and faculty at all times throughout the instructional day. Cooperative planning between the media specialist and teachers shall help optimize utilization of the available resources.

With the above knowledge, please keep in mind:

- No class will have an assigned library time on a fixed schedule
- Students may visit the media center individually or in groups of no more than two per teacher throughout the day
- Students must have a media center pass when visiting the media center (**Pass must include the student's first and last name, date, time student is to arrive, time student is to depart, reason for visit, and the teacher's signature. All students without this pass will be returned to class.**)

Building Media Committee

State law (160-4-4.01) requires school media centers to establish a Building Media Committee that addresses media concerns at the school level. All Media Center policies and procedures are subject to review by this committee. The committee consists of administrators, selected teachers, parents, students and community representatives along with the media specialist.

The Building Committee:

- Establishes short and long term goals for the Media Center
- Analyzes instructional goals
- Assists with budget priorities
- Helps with the evaluation and modification of media services
- Recommends media policy revisions
- Responds to formal challenges regarding materials through an established procedure
- Adheres to and enforces copyright laws
- Provides information to the school and community about available resources and services
- Recommends procedures that insure accessibility to media services for all

Selection of Media Materials

The selection of materials for the media center is an ongoing process. Although suggestions may be made, the media specialist will make the final decision regarding which media materials will be ordered.

The following criteria will be used as a guide for selecting media materials:

- Relevance to curriculum
- Interests/backgrounds of students and teachers
- Board of Education policies
- Authority, scope, and coverage of work
- Format and price of work
- Literary excellence (award winners)
- Lasting importance/significance on a particular field
- High potential of user appeal

Gifts

All gifts will be considered based on their benefit to the school's curriculum and its objectives. Donated items cannot be returned and may not always be added to the Media Center's collection.

Acquisition Policy

Materials are ordered yearly by the media specialist. All suggestions for media materials need to be made in writing and emailed to the media specialist. Suggestions will be considered based on the Richmond County selection criteria. Reviews of materials to be ordered will be consulted from professional literature and other recognized review sources. The removal of media materials no longer accurate or appropriate for the curriculum and the removal/replacement of any damaged, worn, or lost materials is part of the selection process.

Reconsideration of Materials

Occasionally, there may be complaints about certain materials in the collection. If this occurs, the building committee will strictly abide by the procedure outlined in the RCSS Policies and Procedures for Instructional Media and Equipment. The procedures are as follows:

- The complainant shall file the complaint, in writing and on the approved form, with the school administrator. (See Appendix for Form for Reconsideration of Media)
- The school administrator shall refer the complaint to the Building Media and Technology Committee to consider the validity of the complaint. After reviewing the complaint, the committee shall 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 shall 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 shall be sent to the Assistant Superintendent for Instruction and the Director of Educational Media and Technology.
- 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 County Committee's decision, the County Committee shall make recommendations to the Superintendent and the Board of Education. Then the ultimate decision will be the responsibility of the Board of Education. A copy of the Form for Reconsideration of Materials, found in the Appendix of this handbook, shall be kept on hand and given 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 GHHS 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.

Video Policy

Videos deemed educational and purchased by the school are to be made a part of the media center collection and may be used at the teacher’s discretion. Teachers should follow a policy of “prudent viewing.”

- An instructional reason for the program should be stated in the lesson plans.
- The program should be scheduled at least two weeks in advance by filling out the appropriate form.
- There should be a follow-up lesson after the viewing to reinforce the content of the video.

All videos or movies contained in the 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, Schindler’s List is rated “R” but is sometimes shown when the Holocaust is taught. This movie should only be shown in a high school setting and when it directly relates to the curriculum. Most movies in the Media Collection should be rated “G.”

Videos brought from home or by a student or faculty/staff member must be previewed by at least two members of the Building Media and Technology Committee and approved prior to viewing. At least a two-week period should be allowed for the preview process. Fill out the appropriate form and submit it along with the video. (See Appendix for Request to Show Non-School Videos)

Under no circumstances shall a video rented from a rental facility be shown in a school. This is in violation of Richmond County Board Policy and copyright laws.

Remember that your lesson plans should include any videos that you plan to show your students.

Damaged and Lost Materials

Students will be fined for lost or damaged materials according to the following guidelines:

- Damage to any book that is the property of the media center. This includes water damage, pencil and other marks, lost barcodes, etc. A minimum of \$1.00 shall be charged for damages. The media specialist shall determine the amount of the fine.
- Lost books that are the property of the media center will be charged to the patron according to the replacement cost. If the books are older than ten years and there is no record of the cost, the patron will be charged \$5.00.
- Replacing lost or missing items from the collection is very expensive. Teachers are expected to take proper care and precautions with equipment and materials checked out to them and will be held accountable for items missing or damaged due to negligence.

Overdue Books

Every nine-weeks teachers will receive a computer-printed list of students in his/her homeroom who have overdue books. All fines must be paid by the end of the school year, or the report card will be held.

Circulation Policy

Students, faculty, and staff members may check out materials from the media center.

Students may check out two books for a two-week period. Reference materials may be checked out overnight only. Special arrangements may be made for students to check out more books when doing research projects.

- Students who have overdue books may not check out additional books until the overdue books are returned and/or the fine is paid. (This is up to the media specialist's discretion.)
- Students who have not returned all materials, or who have not paid for lost/damaged materials by the last day of school will not receive a report card. Seniors will not receive a diploma.
- All books are due two weeks before the end of the school year when circulation of materials for students will cease. A complete shelf inventory will be done by the end of the year. Teachers may continue to check out books and materials for use by their students in the classroom.
- Teachers may check out as many books as needed for their classrooms. These books may be kept as long as needed unless another teacher requests them.
- Teachers are responsible for lost books from a class set. When distributing these books to students, each student should be assigned a numbered book. In this way, if a book is lost, the teacher will know which student should pay for the book. Otherwise, the teacher should pay for the lost book.

Media Center Procedures

The media center is available to all teachers and students for reference, research, and pleasure reading. Teachers may send small groups of no more than four students throughout the day.

Students must sign in upon entering the media center. Students must have a media center pass to enter the media center. The pass must include the student's first and last name, date, time student is to arrive, time student is to depart, reason for visit, and the teacher's signature.

Students who are sent to the media center and who fail to follow media center behavior procedures will be disciplined appropriately.

Teachers are to enforce media center behavioral procedures when in the media center:

- Students are to speak quietly.
- Students are to follow school guidelines concerning food and drink. (Water is drink and candy is food.)
- Students are to be on task (Sleeping is not acceptable.)
- Students are to use media center furniture properly. (Sit in chairs with all four legs on the floor)

Submitting Items For Laminating

Materials will be laminated by the media staff. Materials to be laminated must be submitted one week prior to the date needed. Please complete the Laminating Request form (Appendix).

Helen Ruffin Reading Bowl

The Helen Ruffin Reading Bowl was founded by Helen Ruffin, a library media specialist from Georgia, in 1986. The bowl, in a competitive game format, questions students about the content of the Georgia Book Award nominees. The teams, comprised of students from different schools, compete to test their knowledge of the selected novels. The competition is open to 9th through 12th graders. Each school may have a team of 10 members, who read approximately 15-20 novels. Students are selected by Lexile levels, student interest, practice tests and teacher recommendations. The library media specialist will order the books for the HRRB team sponsor.

Instructional Materials (Textbooks and Resources)

If you are experiencing an Instructional Material shortage of textbooks, please notify your department chair. Your department chair will gather the numbers needed for each textbook. Your department chair will complete the Instructional Materials (Textbooks and Resources) Needed form (Appendix) and submit it to the library media specialist. The library media specialist will turn those numbers in to the textbook warehouse or designated department head at Central Office.

Destiny Catalog

The Library Media Center utilizes Destiny, an automated card catalog and circulation system which can be accessed by students, parents and teachers on-line at <https://rcboe.follettdestiny.com>.

Library Squad

The Library Squad is a student volunteer program at the Glenn Hills High School Media Center. “The Squad” is the student body’s contribution to the behind-the-scenes work that makes the library run smoothly. The Library Squad is made up of responsible, self-directed 11th and 12th grade students who volunteer to assist in a variety of tasks in the Library Media Center. Squad members receive special training to assure that they are familiar with the organization of the library. Being a Squad member means you’re doing important work to help the entire school community!

Library Squad responsibilities include:

- Sort books into fiction & nonfiction
- Place sorted books on cart in correct ABC or Dewey order
- Shelving books, videos and audiobooks in their correct location
- Keep shelves looking neat and orderly
- Behaving in a professional manner (quiet, focused and helpful to other volunteers, students and adults)
- Arriving and returning to class on time
- Unpacking and delivering materials
- Signing in and out

Software

Glenn Hills High School adheres to the Richmond County School System Software Purchasing Procedures:

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 and Resource Review Process

All requests for instructional resources and software, including free resources, will go through the Resource Review Process. The process includes a vetting committee which consists of members from Teaching and Learning, Instructional Technology, Information Technology, and Federal Programs.

While any employee can request instructional software or resources, the request must be approved by their building administrator and cluster leader prior to going through the Resource Request Process.

Software Request Process

Only instructional resources that support RCSS instructional practices as well as the curriculum goals established by the district will be considered for approval. To request that an instructional resource or software be reviewed, please visit the following webpage: www.rcboe.org – Staff & Departments – Instructional Specialists – Digital Learning – Software & Resource Request

Georgia Student Media Festival

The purpose of the Georgia Student Media 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 the work critiqued by a panel of expert judges, and to be stimulated by the work of other students. This festival is sponsored by the Georgia Association for Instructional Technology. K-12 festival activities progress through three successive levels: local, system, and state.

More information about the Georgia Student Media Festival is available online at:
<http://www.gait-inc.org/GSMF/index.htm>

Bring Your Own Technology (BYOT)

The use of cell phones, electronic communication devices and/or accessories is prohibited for all students at all times during the instructional day, which is defined as the time the student arrives on campus until the end of the school day and/or the time the student leaves campus. Please see the RCSS Code of Student Conduct and Discipline for more information.

Student Device Distribution

Student devices are checked out to students in grades 9 – 12. Students and their parents/guardians must sign the RCSS Student Technology Loan Agreement form (Visit www.rcboe.org – Parents – Power Up (1:1 Technology – Power Up 1:1 English or Espanol – Power Up Student Handbook). Suitable policies for accountability and care of the equipment have been put into place by the Richmond County School System.

Student Device Optional Insurance

Parents have the option of purchasing insurance. Visit www.rcboe.org – Parents – Power Up (1:1 Technology) – Power Up 1:1 English or Espanol – Device Cost and Insurance

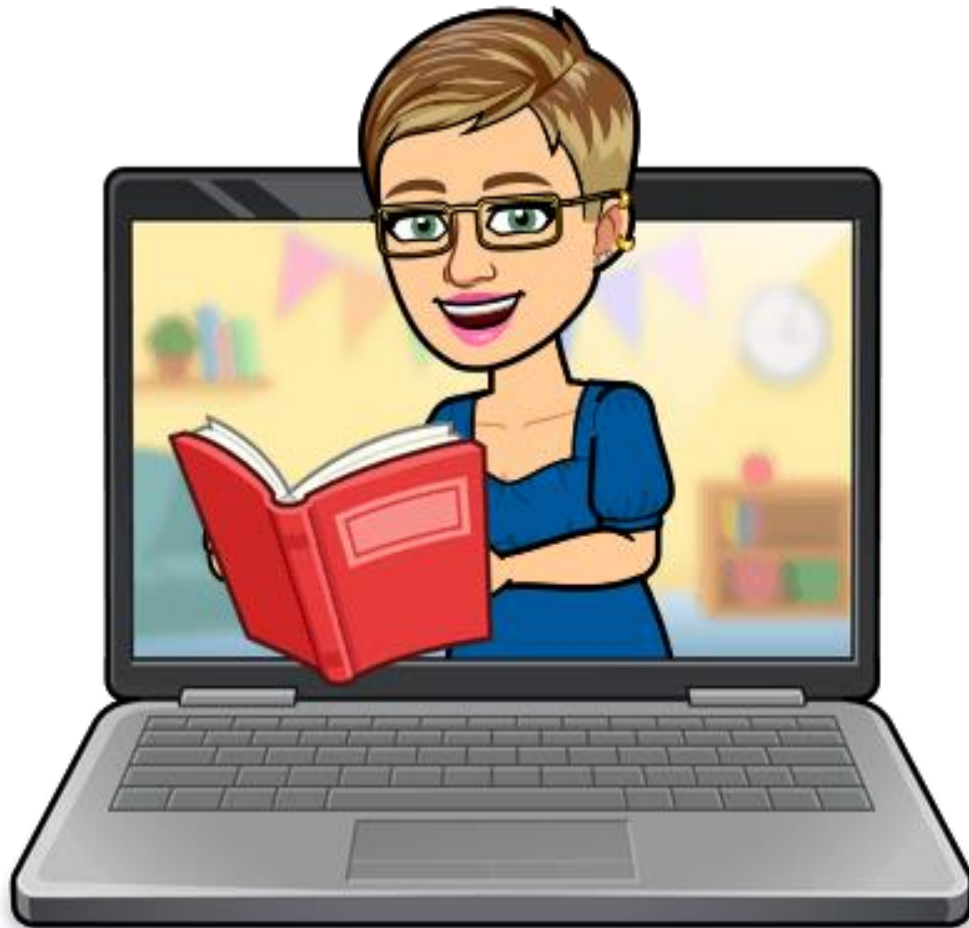
Teacher Dedicated Laptops

Teacher Dedicated Laptops are checked out to faculty and staff members. Each employee must complete the RCSS Employee Mobile Device and Technology Checkout Agreement. Please see our school's IT Support Specialist to check out a teacher dedicated laptop.

Repair of Instructional Technology Equipment

A Richmond County Information Technology (IT) Support Specialist is assigned to our school each year. The IT technician handles all issues relating to items such as computers, interactive whiteboards and their accessories, etc. All technology work orders shall be submitted to the Information Technology department. Directions for submitting a work order via Incident IQ can be found in the Appendix section of this handbook.

APPENDIX



SUBMITTING TECHNOLOGY SUPPORT WORK ORDERS VIA INCIDENT IQ

THIS MESSAGE IS FROM THE RCSS INFORMATION TECHNOLOGY (IT) DEPARTMENT:

PLEASE REMIND YOUR SCHOOL'S FACULTY AND STAFF THAT THEY SHOULD INPUT TECHNOLOGY WORK ORDERS INTO INCIDENT IQ FOR THEMSELVES AND THEIR STUDENTS.

SUBMITTING TECHNOLOGY SUPPORT WORK ORDERS VIA INCIDENT IQ

When experiencing issues with your technology, please submit your work orders via Incident IQ on your LaunchPad. This work order will be assigned to our Information Technology Support Specialist or someone at the IT Department at Central Office.

1. Go to Incident IQ on LaunchPad
2. Click on Microsoft Azure (may not ask you to do this every time)
3. Click on NEW TICKET
4. What is this ticket about? Click on OTHER REQUESTS.
5. Search an issue category. Click on ISSUE NOT LISTED.
6. Select an issue. Click on ISSUE NOT LISTED.
7. Describe your issue. In the box, type the following information; Teacher, Grade, Student's name, serial number of device, describe the issue in detail. Then, complete the remainder of the information that they ask you to complete.
8. Click on SUBMIT TICKET.
9. If your issue is a programming issue (for example, Canvas, Business Plus, LaunchPad, student or faculty/staff passwords, etc.), you will receive an email about what to do next from a technician with Incident IQ.
10. If your issue is a hardware issue (for example, cracked screen, damaged keyboard, device won't hold a charge, etc.), once you submit your ticket, you will receive a ticket #. Write your ticket # on the bottom of a Post It Note. Place the Post It Note on bottom of the inside of the computer, so that the ticket # sticks out like in the picture below. The student who is in possession of the device may then bring it to the library media specialist.



If you have any questions, concerns, or need further assistance, please do not hesitate to contact your school's IT Support Specialist or your school's Library Media Specialist.



INSTRUCTIONAL MATERIALS (TEXTBOOKS) REQUEST

****TO BE COMPLETED AND SUBMITTED BY
DEPARTMENT CHAIRS****

TEXTBOOK	TEACHER	QUANTITY NEEDED	DATE SUBMITTED	FULFILLMENT DATE

DEPARTMENT CHAIRS: PLEASE RETAIN THIS RECEIPT OF SUBMITTAL FOR YOUR RECORDS

INSTRUCTIONAL MATERIALS NEEDS			
TO BE COMPLETED BY DEPARTMENT CHAIR		TO BE COMPLETED BY LIBRARY MEDIA SPECIALIST	
DEPARTMENT CHAIR'S SIGNATURE	DATE NEEDS SUBMITTED	MEDIA SPECIALIST'S SIGNATURE	DATE NEEDS RECEIVED



Glenn Hills High School's Media and Technology Committee Request to Show Non-School Video – Page 1 of 2

This form must be submitted to the Media & Technology Committee two weeks prior to the date the video is to be viewed by students.

****Please Note:** Does the school need a **license** to show a movie? **ALL** movies shown must be **connected to the curriculum, noted in lesson plans, & must be used to teach one or more of the standards. Under the Fair Use for Educators Policy:** If the teacher owns the movie, then a license is most likely not needed. Movies from rental stores are **not** allowed.

Websites/Streaming Videos: If the source of the movie is a **free, legal** website/streaming service that anyone in the public can access anytime, it should not be a copyright infringement & should not require a license to be purchased by the school. In order for a movie to be shown from a **paid** website/streaming service, the teacher must purchase a permanent download of the title. If the teacher did **NOT** purchase permanent access to the title & is streaming the video as part of a video streaming service, it is a **violation of their agreement** with the website/streaming service to show the movie. Under **NO** circumstances are Disney movies to be shown for any reason.

TO BE COMPLETED BY TEACHER: Title Of Video	TO BE COMPLETED BY TEACHER: Copyright Date
TO BE COMPLETED BY TEACHER: Relationship To The Curriculum (Include Standards)	

TO BE COMPLETED BY TEACHER: Teacher Requesting To Show Video	TO BE COMPLETED BY TEACHER: Source of Video	TO BE COMPLETED BY TEACHER: Video Rating	TO BE COMPLETED BY TEACHER: Date Video Is To Be Viewed By Students	TO BE COMPLETED BY M&T COMMITTEE: Date Request Submitted To Committee

IS A SIGNED PARENTAL PERMISSION FORM REQUIRED FOR THIS VIDEO?		
	TO BE COMPLETED BY MEDIA AND TECHNOLOGY COMMITTEE: YES, A SIGNED PARENTAL PERMISSION FORM IS REQUIRED	
	TO BE COMPLETED BY MEDIA AND TECHNOLOGY COMMITTEE: NO, A SIGNED PARENTAL PERMISSION FORM IS NOT REQUIRED	
	TO BE COMPLETED BY TEACHER: DATE PARENTAL PERMISSION FORM SENT HOME FOR PARENTS TO SIGN	

TO BE COMPLETED BY THE MEDIA AND TECHNOLOGY COMMITTEE: Please Be Aware That The Media & Technology Committee Listed The Following Concerns As Situations In This Video That SOME Parents May Find Inappropriate	
Sex and Nudity	
Violence and Gore	
Profanity	
Alcohol, Drugs, Smoking	
Frightening and Intense Scenes	
Rating	
Other Concerns	

TO BE COMPLETED BY THE MEDIA & TECHNOLOGY COMMITTEE: Media & Technology Committee Approval (Pending Approval By The Principal)			TO BE COMPLETED BY THE PRINCIPAL: Principal Approval	
Approved This Video	Disapproved This Video		Approved This Video	Disapproved This Video
Media & Technology Committee Designee's Signature	Position	Date	Principal's Signature	Date



Glenn Hills High School 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/herself

_____ 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. Is 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?



Glenn Hills High School Form for Reconsideration of Media – Page 2

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 _____

Street

City

State

Zip

Telephone (Home) _____ (Work) _____

**Other persons may be listed on the back of this form.

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? _____

Name of Complainant (Please Print) _____

Signature of Complainant _____ Date ____/____/____



LAMINATING REQUEST				
PLEASE SUBMIT YOUR REQUEST ONE WEEK PRIOR TO DATE NEEDED				
TEACHER	DATE SUBMITTED	DATE RETURNED (TO BE COMPLETED BY MEDIA STAFF)	USAGE (TO BE COMPLETED BY MEDIA STAFF)	
			BEGIN	END
DESCRIPTION OF INSTRUCTIONAL ITEMS TO BE LAMINATED			TOTAL	



LAMINATING REQUEST				
PLEASE SUBMIT YOUR REQUEST ONE WEEK PRIOR TO DATE NEEDED				
TEACHER	DATE SUBMITTED	DATE RETURNED (TO BE COMPLETED BY MEDIA STAFF)	USAGE (TO BE COMPLETED BY MEDIA STAFF)	
			BEGIN	END
DESCRIPTION OF INSTRUCTIONAL ITEMS TO BE LAMINATED			TOTAL	



GLENN HILLS HIGH SCHOOL LIBRARY MEDIA CENTER COLLABORATION

TEACHER	CLASS SIZE (TEACHER REMAINS WITH CLASS)/ GROUP SIZE (NO MORE THAN TWO AT A TIME)	GRADE LEVEL	SUBJECT AREA

PLANNING DATE	ACTIVITY DATE

STANDARDS

RESOURCE TYPE	SPECIFIC NEEDS
TECHNOLOGY	
BOOKS	
MAGAZINES	
ENCYCLOPEDIAS	
ATLASES	
REFERENCE	
OTHER	

WHAT ACTIVITIES SHOULD THE STUDENTS BE ENGAGED IN?

PLEASE ATTACH A COPY OF THE STUDENTS' ASSIGNMENT

LIBRARY MEDIA CENTER EXPECTED STUDENT BEHAVIORS

- 1) FOLLOW ALL PBIS “WE ARE SPARTAN STRONG” EXPECTATIONS
- 2) USE QUIET VOICES AND SPEAK RESPECTFULLY
- 3) SIGN IN AT CIRCULATION DESK
- 4) SIT TWO TO A TABLE (UNLESS SUPERVISED BY A TEACHER)
- 5) FOOD AND DRINKS, INCLUDING GUM AND WATER ARE NOT PERMITTED
- 6) CHECK OUT MATERIALS PRIOR TO LEAVING THE LIBRARY MEDIA CENTER AND RETURN ALL LIBRARY BOOKS TO THE BOOKDROP
- 7) NO FIGHTING (VERBAL OR PHYSICAL)
- 8) COMPUTERS ARE TO BE USED FOR SCHOOLWORK (ACCEPTABLE USE POLICY ALWAYS APPLIES)
- 9) INSPECT YOUR WORK AREA BEFORE YOU LEAVE. RETURN BOOKS, SUPPLIES, CHAIRS, ETC. TO THEIR PROPER PLACES. THROW AWAY TRASH IN THE WASTEBASKET.
- 10) CELL PHONE USAGE IS NOT PERMITTED



LIBRARY MEDIA CENTER CONSEQUENCES FOR NOT ADHERING TO EXPECTED STUDENT BEHAVIORS

FIRST OFFENSE = VERBAL WARNING

**SECOND OFFENSE = YOU WILL BE ASKED TO LEAVE THE LIBRARY MEDIA
CENTER FOR THE REMAINDER OF THE DAY**

**THIRD OFFENSE = SHORT TERM REMOVAL FROM THE LIBRARY MEDIA
(FIVE DAYS)**

**FOURTH OFFENSE = LONG TERM REMOVAL FROM THE LIBRARY MEDIA
CENTER, UNLESS YOU ARE SUPERVISED BY A TEACHER**



A SPARTAN READING CHALLENGE

GLENN HILLS HIGH SCHOOL

FIRST NAME	LAST NAME	GRADE	LANGUAGE ARTS TEACHER

HISPANIC – AMERICAN HERITAGE MONTH (SEPTEMBER 15 – OCTOBER 15 READING CHALLENGE)			
TEACHER	CHALLENGE	POINTS	EVALUATION
	VISIT A BRANCH OF THE AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY AND CHECK OUT A BOOK(S)	10 POINTS	SIGNATURE FORM IN LIBRARY MEDIA CENTER
	SUBMIT A BOOKSTAGRAM BOOK REVIEW TO MS. NEW	10 POINTS	BOOK REVIEW FORM IN THE LIBRARY MEDIA CENTER
	READ AT LEAST 4 BOOKS AND LOG THEM ON BEANSTACK (LAUNCHPAD)	(REQUIRED – SEE POINTS BELOW)	BEANSTACK
	READ A BOOK ABOUT HISPANIC CUISINE	20 POINTS	BEANSTACK
	READ A BOOK ABOUT A FAMOUS HISPANIC	20 POINTS	BEANSTACK
	READ A BOOK ABOUT HISPANIC CULTURE	20 POINTS	BEANSTACK
	READ A BOOK WRITTEN BY A HISPANIC AUTHOR	20 POINTS	BEANSTACK
YOU MUST EARN 90 OUT OF THE 100 POSSIBLE POINTS TO HAVE YOUR NAME ENTERED IN THE REWARD DRAWING		POINTS POSSIBLE	POINTS EARNED
		100	

NOVEMBER'S READING CHALLENGE			
TEACHER	CHALLENGE	POINTS	EVALUATION
	VISIT A BRANCH OF THE AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY AND CHECK OUT A BOOK(S)	10 POINTS	SIGNATURE FORM IN LIBRARY MEDIA CENTER
	SUBMIT A BOOKSTAGRAM BOOK REVIEW TO MS. NEW	10 POINTS	BOOK REVIEW FORM IN THE LIBRARY MEDIA CENTER
	READ AT LEAST 4 BOOKS AND LOG THEM ON BEANSTACK (LAUNCHPAD)	(REQUIRED – SEE POINTS BELOW)	BEANSTACK
	READ A BOOK RECOMMENDED BY SOMEONE IN YOUR FAMILY	20 POINTS	BEANSTACK
	READ A BOOK WITH MULTIPLE AUTHORS	20 POINTS	BEANSTACK
	READ AN ESPIONAGE THRILLER	20 POINTS	BEANSTACK
	READ A BOOK ABOUT THE THANKSGIVING HOLIDAY	20 POINTS	BEANSTACK
YOU MUST EARN 90 OUT OF THE 100 POSSIBLE POINTS TO HAVE YOUR NAME ENTERED IN THE REWARD DRAWING		POINTS POSSIBLE	POINTS EARNED
		100	

DECEMBER'S READING CHALLENGE			
TEACHER	CHALLENGE	POINTS	EVALUATION
	VISIT A BRANCH OF THE AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY AND CHECK OUT A BOOK(S)	10 POINTS	SIGNATURE FORM IN LIBRARY MEDIA CENTER
	SUBMIT A BOOKSTAGRAM BOOK REVIEW TO MS. NEW	10 POINTS	BOOK REVIEW FORM IN THE LIBRARY MEDIA CENTER
	READ AT LEAST 4 BOOKS AND LOG THEM ON BEANSTACK (LAUNCHPAD)	(REQUIRED – SEE POINTS BELOW)	BEANSTACK
	READ A BOOK BY AN AUTHOR THAT USES A PSEUDONYM	10 POINTS	BEANSTACK
	READ A BESTSELLER FROM A GENRE YOU DON'T NORMALLY READ	10 POINTS	BEANSTACK
	READ A BOOK BY OR ABOUT A PERSON WITH A DISABILITY	10 POINTS	BEANSTACK
	READ A SPORTS THEMED BOOK	10 POINTS	BEANSTACK
YOU MUST EARN 90 OUT OF THE 100 POSSIBLE POINTS TO HAVE YOUR NAME ENTERED IN THE REWARD DRAWING		POINTS POSSIBLE	POINTS EARNED
		100	

JANUARY'S READING CHALLENGE			
TEACHER	CHALLENGE	POINTS	EVALUATION
	VISIT A BRANCH OF THE AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY AND CHECK OUT A BOOK(S)	10 POINTS	SIGNATURE FORM IN LIBRARY MEDIA CENTER
	SUBMIT A BOOKSTAGRAM BOOK REVIEW TO MS. NEW	10 POINTS	BOOK REVIEW FORM IN THE LIBRARY MEDIA CENTER
	READ AT LEAST 4 BOOKS AND LOG THEM ON BEANSTACK (LAUNCHPAD)	(REQUIRED – SEE POINTS BELOW)	BEANSTACK
	READ A BOOK THAT WAS PUBLISHED IN 2000	20 POINTS	BEANSTACK
	READ A BOOK INVOLVING A MYTHICAL CREATURE	20 POINTS	BEANSTACK
	READ A BOOK YOU'VE READ BEFORE THAT NEVER FAILS TO MAKE YOU SMILE	20 POINTS	BEANSTACK
	READ A BOOK ABOUT A CAREER YOU ARE INTERESTED IN	20 POINTS	BEANSTACK
YOU MUST EARN 90 OUT OF THE 100 POSSIBLE POINTS TO HAVE YOUR NAME ENTERED IN THE REWARD DRAWING		POINTS POSSIBLE	POINTS EARNED
		100	

BLACK HISTORY MONTH (FEBRUARY'S READING CHALLENGE)			
TEACHER	CHALLENGE	POINTS	EVALUATION
	VISIT A BRANCH OF THE AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY AND CHECK OUT A BOOK(S)	10 POINTS	SIGNATURE FORM IN LIBRARY MEDIA CENTER
	SUBMIT A BOOKSTAGRAM BOOK REVIEW TO MS. NEW	10 POINTS	BOOK REVIEW FORM IN THE LIBRARY MEDIA CENTER
	READ AT LEAST 4 BOOKS AND LOG THEM ON BEANSTACK (LAUNCHPAD)	(REQUIRED – SEE POINTS BELOW)	BEANSTACK
	READ A BOOK ABOUT A FAMOUS AFRICAN	20 POINTS	BEANSTACK
	READ A BOOK ABOUT AFRICAN CULTURE	20 POINTS	BEANSTACK
	READ A BOOK BY AN AFRICAN AUTHOR	20 POINTS	BEANSTACK

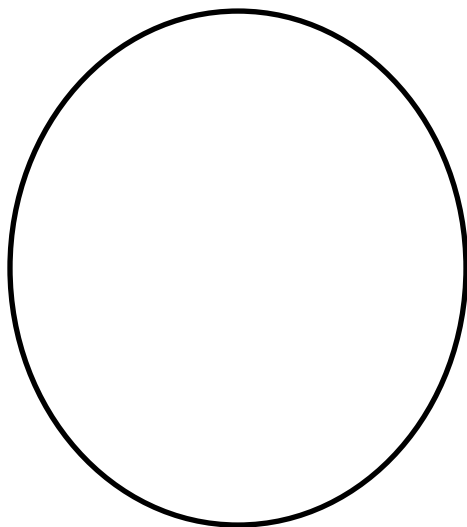
	READ A BOOK ABOUT AFRICAN CUISINE	20 POINTS	BEANSTACK
YOU MUST EARN 90 OUT OF THE 100 POSSIBLE POINTS TO HAVE YOUR NAME ENTERED IN THE REWARD DRAWING		POINTS POSSIBLE	POINTS EARNED
		100	

MARCH'S READING CHALLENGE			
TEACHER	CHALLENGE	POINTS	EVALUATION
	VISIT A BRANCH OF THE AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY AND CHECK OUT A BOOK(S)	10 POINTS	SIGNATURE FORM IN LIBRARY MEDIA CENTER
	SUBMIT A BOOKSTAGRAM BOOK REVIEW TO MS. NEW	10 POINTS	BOOK REVIEW FORM IN THE LIBRARY MEDIA CENTER
	READ AT LEAST 4 BOOKS AND LOG THEM ON BEANSTACK (LAUNCHPAD)	(REQUIRED – SEE POINTS BELOW)	BEANSTACK
	READ A BOOK YOU LOVED AS A CHILD	20 POINTS	BEANSTACK
	READ A BOOK WITH A TITLE THAT IS A CHARACTER'S NAME	20 POINTS	BEANSTACK
	READ A NOVEL SET DURING WARTIME	20 POINTS	BEANSTACK
	READ A BOOK ABOUT HOW TO PROPERLY CARE FOR A PET	20 POINTS	BEANSTACK
YOU MUST EARN 90 OUT OF THE 100 POSSIBLE POINTS TO HAVE YOUR NAME ENTERED IN THE REWARD DRAWING		POINTS POSSIBLE	POINTS EARNED
		100	

APRIL'S READING CHALLENGE			
TEACHER	CHALLENGE	POINTS	EVALUATION
	VISIT A BRANCH OF THE AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY AND CHECK OUT A BOOK(S)	10 POINTS	SIGNATURE FORM IN LIBRARY MEDIA CENTER
	SUBMIT A BOOKSTAGRAM BOOK REVIEW TO MS. NEW	10 POINTS	BOOK REVIEW FORM IN THE LIBRARY MEDIA CENTER
	READ AT LEAST 4 BOOKS AND LOG THEM ON BEANSTACK (LAUNCHPAD)	(REQUIRED – SEE POINTS BELOW)	BEANSTACK
	READ A BOOK WHERE THE MAIN CHARACTER IS A DIFFERENT ETHNICITY THAN YOU	20 POINTS	BEANSTACK
	A BOOK ABOUT AN INTERESTING WOMAN	20 POINTS	BEANSTACK
	READ A BOOK ABOUT AN INTERESTING MAN	20 POINTS	BEANSTACK
	READ A BOOK ABOUT THE HISTORY OF GOLF	20 POINTS	BEANSTACK
YOU MUST EARN 90 OUT OF THE 100 POSSIBLE POINTS TO HAVE YOUR NAME ENTERED IN THE REWARD DRAWING		POINTS POSSIBLE	POINTS EARNED
		100	

CHALLENGE FORMS	FACULTY RESPONSIBLE FOR COLLECTING AND/OR INITIALING CHALLENGE FORMS
SPARTAN BOOKSTAGRAM	MS. NEW, LIBRARY MEDIA SPECIALIST
AUGUSTA-RICHMOND COUNTY PUBLIC LIBRARY SIGNATURE FORM	YOUR LANGUAGE ARTS TEACHER
BEANSTACK READING LOG (THIS IS IN THE APP– NOT A FORM)	YOUR LANGUAGE ARTS TEACHER
THIS COMPLETED CHALLENGE FORM	MS. NEW, LIBRARY MEDIA SPECIALIST

BOOKSTAGRAM



Student's Name: _____

Title: _____

Author: _____

Call Number: _____



PLOT:

GIVE A BRIEF SYNOPSIS OF THE BOOK

CHARACTERS:

INTRODUCTION TO THE MAIN
CHARACTERS

RECOMMENDATION:

WOULD YOU RECOMMEND THIS BOOK TO YOUR FRIENDS? WHY OR WHY NOT?



TikTok BookTok: A Glenn Hills High School Book Talk Project

**** IF YOU DO NOT HAVE A TIKTOK ACCOUNT, THAT IS OKAY! YOU MAY TAKE A VIDEO ON YOUR PHONE AND EMAIL IT TO YOUR ELA TEACHER. BE CREATIVE!**

THE BOOK

Introduce your book, with the title, the author, and the genre. This is a good time to tell people if your book has won any awards, or any other special things about it. You should have a copy so that your audience can see the cover, too.

THE HOOK

This is the part of the presentation that gets and holds your audience's attention. This is the cliffhanger! The Hook is the passage you will read aloud, and you'll want to choose it carefully. The main thing about the Hook is that it needs to be exciting - a passage describing the central conflict in the plot, perhaps, or a moment of intense action. Remember to show your enthusiasm about this book?

THE QUICK LOOK

Since book talks are generally very short, this section is just an overview of the important literary elements and reasons why you thought it was a worthwhile read (humor, sarcasm, creative settings, realistic characters, etc.) What makes this book special? Remember not to give away the ending!

SUMMARY FOR POST

Describe your video in 50 characters (or more). Include the supporting facts above as well as creative hashtags used. Hashtags should include name of author, series, genre, themes. This will be the description of your TikTok BookTok post! Don't give too much away and definitely don't tell the ending!

IN ADDITION TO #GHH5BookTok, WHAT OTHER HASHTAGS DID YOU USE?



TIKTOK BOOKTOK: A GLENN HILLS HIGH SCHOOL BOOK TALK PROJECT RUBRIC

STUDENT'S NAME	VIDEO TITLE

THE BOOK AND VIDEO TITLE AND GRAPHIC ORGANIZER	COMMENTS
<ul style="list-style-type: none"> -Is the title of the video relevant (and appropriate)? -Did the BookToker state the name of the book, the author, and the genre? -Did the BookToker show the audience the book cover? -Did the BookToker share any special things about the book or author? -Was the graphic organizer complete? -Was the hashtag #GHHSBookTok used, as well as other hashtags? 	
1 2 3 4 5	

THE HOOK	COMMENTS
<ul style="list-style-type: none"> -Did the BookToker successfully grab the audience's attention? -Was there a cliffhanger? -Was the passage chosen exciting? -Did the BookToker show enthusiasm when talking about this book? 	
1 2 3 4 5	

THE QUICK LOOK	COMMENTS
<ul style="list-style-type: none"> -Was the video an appropriate length (Book Talks are generally short)? -Were important literary elements mentioned? -Did the BookToker share why it was a worthwhile read by mentioning things such as humor, sarcasm, creative settings, realistic characters? -Was the plot summarized? -Did the BookToker give away the ending? 	
1 2 3 4 5	

FINAL SCORE	
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AUGUSTA – RICHMOND COUNTY PUBLIC LIBRARY VISIT CONFIRMATION			
SCHOOL	STUDENT'S FIRST NAME	STUDENT'S LAST NAME	DATE
Glenn Hills High School			
PUBLIC LIBRARY EMPLOYEE (PRINT NAME)	PUBLIC LIBRARY EMPLOYEE (SIGNATURE)	BRANCH	DATE

AUGUSTA – RICHMOND COUNTY PUBLIC LIBRARY VISIT CONFIRMATION			
SCHOOL	STUDENT'S FIRST NAME	STUDENT'S LAST NAME	DATE
Glenn Hills High School			
PUBLIC LIBRARY EMPLOYEE (PRINT NAME)	PUBLIC LIBRARY EMPLOYEE (SIGNATURE)	BRANCH	DATE

AUGUSTA – RICHMOND COUNTY PUBLIC LIBRARY VISIT CONFIRMATION			
SCHOOL	STUDENT'S FIRST NAME	STUDENT'S LAST NAME	DATE
Glenn Hills High School			
PUBLIC LIBRARY EMPLOYEE (PRINT NAME)	PUBLIC LIBRARY EMPLOYEE (SIGNATURE)	BRANCH	DATE

AUGUSTA – RICHMOND COUNTY PUBLIC LIBRARY VISIT CONFIRMATION			
SCHOOL	STUDENT'S FIRST NAME	STUDENT'S LAST NAME	DATE
Glenn Hills High School			
PUBLIC LIBRARY EMPLOYEE (PRINT NAME)	PUBLIC LIBRARY EMPLOYEE (SIGNATURE)	BRANCH	DATE

AUGUSTA – RICHMOND COUNTY PUBLIC LIBRARY VISIT CONFIRMATION			
SCHOOL	STUDENT'S FIRST NAME	STUDENT'S LAST NAME	DATE
Glenn Hills High School			
PUBLIC LIBRARY EMPLOYEE (PRINT NAME)	PUBLIC LIBRARY EMPLOYEE (SIGNATURE)	BRANCH	DATE

AUGUSTA – RICHMOND COUNTY PUBLIC LIBRARY VISIT CONFIRMATION			
SCHOOL	STUDENT'S FIRST NAME	STUDENT'S LAST NAME	DATE
Glenn Hills High School			
PUBLIC LIBRARY EMPLOYEE (PRINT NAME)	PUBLIC LIBRARY EMPLOYEE (SIGNATURE)	BRANCH	DATE



FROM THE LIBRARY MEDIA CENTER: Schoolwires Teacher Class Pages

- Go <https://www.rcboe.org> (RCSS website)
- At the top navigation bar, click **Our Schools**
- Click **High Schools**
- Click **Glenn Hills High School**
- Click <http://ghhs.rcboe.org/>
- Click **Sign In**
- Your Sign In will be your LaunchPad Username and Password
Example - I would sign in with the following:
Username = newva
Password = the password that I use to log into Launchpad
- Once signed in, click **Site Manager** - You are the Site Manager of your Teacher Class Page (TCP). This is where you will maintain your page. (Keep in mind that while editing your TCP that at any time you wish to preview the most recent saved version of your TCP content, click on **View Website** at the top, left of your screen. When done previewing, click the white X.)
- At the top, you should see your name and Section Workspace. You should also see Current Pages.
- I have set most of you up with a Teacher Homepage. This page will most probably be titled - Welcome. Click on **Welcome**. You will see that it consists of three sections: Assignments, Contact, Announcements. These sections are where you will edit your information.
- Click on **Contact**.
- You can upload a photo of yourself or a picture from the clipart gallery. Click on the **Insert Image** icon. If you choose to upload an image of yourself, click on **Upload Image**. Click on **Browse** next to the blank box to find the location of the picture you want to use. Click the radio button next to **Thumbnail Size**. If you choose to upload clipart, click on **Clipart**. Click the **Insert Image** icon. Under Clipart Search, click the down arrow to choose a clipart theme. You can enter a more specific search in the blank box. Click Search. Click Continue. In the **Alternate Text** blank box, type in a name of your image. Set your width to 150 px

width. Click **Insert Image**. Remember, any image that you upload, be it a picture or clipart, needs to be 150 px width.

- Delete **Name** and type in your own name.
- Delete **xxxxxx** and insert your username before boe.richmond.k12.ga.us (Example: newva@boe.richmond.k12.ga.us)
- Type you **grade(s)** and **subject(s)**.
- Click **Save**.
- Click on **Welcome Page**, which will take you back to your Apps.
- Click on **Announcements**.
- Click on **New Announcement**.
- Type in an **Announcement Title**.
- In the **Announcement** section, click on the **Insert Image** icon if you want to add an image. Follow the same directions for inserting images as explained above.
- Type your announcement (Example: Welcome).
- Make sure **Activate on my page** is checked.
- Click **Save**.
- More announcements can be added by clicking **New Announcement**. (Reminder: Anytime you wish to preview the most recent saved version of your TCP content, click on **View Website** at the top, left of your screen. When done previewing, click the white X.)
- Click on **New Page** to add items such as a class schedule, resource list, syllabus, etc.
- In the **Page Name** box, type a name for your document (Example - Class Schedule)
- Click on **Document Viewer Page**
- Click **Save and Continue**
- Click on **Document Viewer App**
- Click **Select File**
- Click **Upload File**
- Click **Browse**
- Find the location of your document
- Double click on your document
- Click **Insert File**
- Click **Save**



Do you need help with editing your Teacher Class Page? Visit Valerie New, Library Media Specialist, and I will be happy to help you create a page to fit your needs.

RCSS STUDENT TECHNOLOGY LOAN AGREEMENT

The Richmond County School System's (RCSS) vision is to prepare every student to thrive, adapt, and lead in an ever-changing world. Students are provided the opportunity to take home or use while in the classroom, a Windows or Chrome laptop or a Chrome tablet that is the property of RCSS for educational purposes.

All students and parents/guardians will be required to sign this form acknowledging that they have read and agree with the School System's device procedures.

Please read each statement below, and by signing, you are agreeing to the RCSS Expectations of Responsible Device Use:

- I understand that all use of the School System's laptops/tablets must be for educational purposes, and students are not to use the device for personal, commercial, or business use.
- I understand that I am accountable for and assume full responsibility for the care of the device on and off school premises.
- I understand that I assume full responsibility for the security of the device on and off school premises.
- I understand that I assume full responsibility for reporting to the teacher, media specialist, or school administrator if a device is lost, stolen, or damaged.
- I understand that students will be offered an optional insurance plan to cover accidental damage, loss, or stolen devices.
- I understand the optional insurance plan covers two devices per year, and if a third device is damaged, lost, or stolen, the student will become a "day-user" and will be provided a device at school, but will not be allowed to take the device off-campus.
- I understand that a Student without optional insurance will be assessed a fee to cover a damaged, lost, or stolen device.
- See RCSS Policy JS and Procedure JS-R (1) regarding Student Fees, Fines, and Charges

Please review the entirety of the One-to-One Handbook and sign below stating that you have read and support the expectations stated therein.

Check: if the student will be a Day-User _____ Check: if the student will be a Take-Home User _____
Note: While the School System will attempt to honor the preference selected for Day-User or Take-Home User, please note that there may be times when a Day-User's device may need to be sent home for at-home learning or other activities (e.g., inclement weather). The student is responsible for the care of the device at all times, whether on or off school premises.

Student's Name (print first and last name): _____

School: _____ Grade: _____ Homeroom Teacher: _____

Student Signature

Parent/Guardian Signature

Home Address: _____ City/State/Zip: _____

Phone Number: _____

RCSS Use Only:

Date of Issue: _____ Device Type: _____ Serial #: _____

Asset Tag #: _____ SID#_300: _____

