

Charlotte High School

Guide to Your Media Center



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Media Center Mission

The mission of the Charlotte High School Library Media Program is to ensure that students and staff are effective users of ideas and information. We will accomplish this mission by providing access to materials in physical and digital formats; by providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas; and by working with other educators to design learning strategies to meet the needs of individual students.



Policies for Students

1. We are open from 6:50 am to 2:50 pm.
2. Students visiting the media center independently during the school day must have a SmartPass.
3. Students may have 4 books checked out at a time.
4. Print books are due back after 15 school days or may be renewed.
5. eBooks return themselves after 21 days.
6. Printing: 10 cents per page for black & white and 25 cents per page for color.
7. Photocopies: 10 cents per page.
8. Lunch Passes: If you would like to leave the cafeteria to come to the media center, students must check out a lunch pass each day.
9. Students may use our Ellison machine to cut out letters for projects
10. Drinks with lids are welcome. NO FOOD PLEASE!

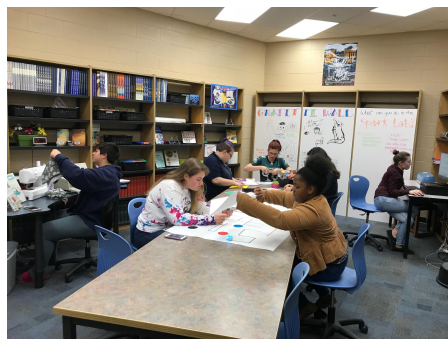
Digital Resources

Students and teachers have access to digital resources that may be accessed on the Media Center webpage or through Classlink.

- **Gale Research Database** - Thousands of academic journals, magazines, newspapers, books, and more. Off campus use requires a password which may be obtained from a media center staff member
- **Guide to Perfect MLA Format** - An interactive document to guide you through formatting your essays and research projects to MLA guidelines.
- **Destiny Tarpon Card Catalog** - Online access to the materials available in our Media Center as well as Collections of resources for projects.

Spark Lab

The Spark Lab is a creative space in a room off the Media Center for students and staff to work on projects. It contains a variety of materials and equipment for creating school or personal items such as a 3D printer, sewing machine, HP Sprout Pro, Cricut Explore Air 2 cutting machine, yarn, duct tape, paper, glue, scissors, robots, and more.



Information for Teachers & Staff

We want to collaborate with you to enhance your curricular and learning goals. You may bring your classes here to check out materials, instruction for using digital resources (including Google integration), MLA format, research, critical evaluation of sources, Speed Dating with Books, Book Tastings, and Breakout EDU games. If you have any other ideas, we would love to work with you to make it happen!

Library Resources for You

- Equipment in the Spark Lab (see that section)
- SWANK K-12 Video Streaming
- Ellison die cut machine - letters for your bulletin boards
- Rolls of paper for your bulletin boards and student projects
- Laminating - drop items off and we will laminate and deliver back to you
- Library of professional books
- Breakout EDU kits

Things We Can Help You With

- ParentSquare
- Instructional partnership
- Research instruction
- CCPS Help Desk - how to post a ticket for tech help
- Passwords - for you and your students

Media Center Policies You Should Know

- Passes - Students must have a SmartPass when coming to the Media Center independently during the school day. If you need to send more than 2 students, please call us to let us know.
- Signing Up to Use the Library - Simply call or email us to request bringing your classes to the Media Center. We can accommodate 2-3 classes per period.
- Substitutes - Under most circumstances, substitutes ***will not be permitted*** to bring classes or send students to the Media Center. Please make this note in your sub plans.



Video Use Policy

CCPS Multi-Media/AV Procedures in Accordance with SB Policy 2540

Professional staff should be aware of the multi-media/audio visual policy and procedures. School leaders should review the policy, administrative procedures related to the policy, and forms related to the procedures, annually, with teaching staff.

Multi-media/audio visual materials selected for student instruction and classroom use must be age-appropriate and relevant to the specific instructional goal(s). MM/AV materials in the school collection and those selected for use from outside the school collection must be chosen based on personal preview, reviews and/or recommendations from professional publications, or have been recommended for use by the District.

No advance notification is requested for MM/AV materials that accompany an adopted textbook series in use in CCPS. Teachers wishing to use multi-media (MM)/Audio Visual (AV) instructional materials must comply with SB Policy 2540. Any exception must follow the following procedures:

- A. Advance notification of intent to use MM/AV that requires exception
 1. Teachers are required to complete (electronically) form **MM/AV 1, Notification for Intent to Use MM/AV Instructional Materials**, and form **MM/AV 2, Lesson Plan Guide for MM/AV Materials**.
 2. After completion of the forms 1 and 2, the completer sends them, electronically, to the principal or his/her designee for review.
 3. The principal or his/her designee is to review the forms promptly. If questions arise as to the connection of the curricular materials, the principal/designee is to discuss the topic with the teacher. The material in question should be available for review. The principal/designee will complete **MM/AV Form 3 Principal Review of MM/AV Materials**.
 4. All correspondence (forms and attachments) should be kept on file (digitally or paper copy) by the principal or principal's designee for a period of four (4) years.
 5. If the principal/designee denies the use of the MM/AV materials, the principal will submit the rationale for denial electronically to the teacher.
 - a. A teacher who does not agree with the principal's/designee's determination has the right to pursue remedies available under the Academic Freedom provisions. The teacher may ask for a Division of Learning (DOL) review with the appropriate Director, Media Liaison, and appropriate Curriculum Specialist. The teacher must fill out **Form MM/AV 4, Request for Second Review of MM/AV Materials**. All other forms must be supplied along with this form. (Forms MM/AV 1-3).

- b. The teacher should deliver the form, electronically, to all stakeholders (listed in a., above).
 - c. The Division of Learning review and response should occur within two (2) working weeks (10 school days). **Form MM/AV 5, Second Review Decision for Use of MM/AV Materials**, will be returned, electronically, by the Director at the appropriate level.
- B. Once permission is obtained, parents must be informed in writing.
1. **Form MM/AV 6, Permission to View**, provides a letter of parent/guardian permission with information for an informed decision. The school principal will keep all permissions on file for a period of four (4) years.

Purpose

The steps above are purposeful for the clear and consistent procedures for the use of MM/AV materials for instruction in the classroom. These materials include both commercially- and locally-produced materials offered to school districts.

All instructional resources must:

- be consistent with CCPS School Board policies, educational goals, and the objectives of specific courses.
- be consistent with Florida Statutes 1006.34 (2)(b), and relevant to the Florida Standards
- adhere to federal and state copyright laws and CCPS School Board Policy 2540
- reflect best teaching practices, based on age-appropriateness and instructional relevance

Selection

- In addition to the purpose above, objectives for selection include, but are not limited to:
 - Age-appropriateness and accurate in content
 - Authority of author/qualifications etc.
 - Of quality language and format
 - Of literary, aesthetic, social, and/or educational value
 - Free of bias (noting bias exists in all mediums)
 - Free from gratuitous violence, offensive language and/or nudity
 - Relevant to the Standards being taught in one's classroom
 - May be instrumental in helping students to gain awareness and understanding of the many contributions made to our society by a diverse population

Copyright Adherence

- All materials used in Charlotte County Public Schools, whether from school collections or outside sources, must be used in accordance with federal and state copyright laws. (Example: PL 94-533 The Digital Millennium Copyright Act, 1998 and Fair Use guidelines, which provide some exemptions for educators, and/or Becker – Copyright Resources)

Movie Rating Guide

G	General audiences/suitable for all ages. These movies do not contain offensive materials that parents would object to student viewing. Use only for instruction, not entertainment.
PG	Parental guidance is suggested. Some material may not be suitable for young children. May contain what some parents would find objectionable content. Prohibited in elementary schools without prior exception and parental permission.
PG-13	Parents Strongly Cautioned. Some material may be inappropriate for children under the age of 13. Permitted in middle schools with prior exception and parental permission.
R	Restricted for individuals under 17 years of age. Contains some adult materials. Parents are urged to learn more about the film before taking young children to view. Prohibited in Charlotte County Public Schools K-8, allowable in grades 9-12 with exception and parental permission.
NC-17	No Children under 17 permitted. Off limits to all students in Charlotte County Public Schools. No exception is rendered.

Links to Forms

[Multimedia/AV Form 1](#)

[Multimedia/AV Form 2](#)

[Multimedia/AV Form 3](#)

[Multimedia/AV Form 4](#)

[Multimedia/AV Form 5](#)

[Multimedia/AV Form 6](#)