

Evella S. Brown Media Center Todd-Grant Elementary Procedures

Videos

Videos are for instructional use only. No video may be shown with a rating above “G” without parental consent.

iPads

iPads are for instructional use only. Apps must be approved by administration.

Circulation

Given the following conditions, all students are allowed the privilege of checking out at least one book from the Media Center. Exceptions need a note on file from the custodial parent or legal guardian.

- Second and Third grade students are allowed to check-out two books.
- First grade students are allowed to check out one book.
- Kindergarten students may check out one book. This book must be kept at school.
- Accounts with fines from previous years may not check out a book until the fine is paid.

Fines

Students are charged fines when books are not returned or returned with irreparable damage. The assessed fine shall be the original purchase price of the book. Fines for books purchased prior to 1985 may be reduced to one-half the original purchase price. All overrides of fines must be approved by the principal or assistant principal.

Internet Access

Internet access is for educational purposes only. We will adhere to the board adopted Internet Acceptable Use Policy, as it applies to all faculty, students, parents and community members. Please refer to this.

Scheduling

TGE adheres to the policy of “flexible scheduling” as set forth by the GA DOE. Classroom teachers will schedule and collaboratively plan class visits to the library media center for the purpose of curricular research, the learning of information literacy skills, and for the circulation of materials. Teachers are to accompany whole classes to the media center – as this time is instructional time.

Students are encouraged to use the Media Center whenever they need to come. With their teacher’s permission, students may come to the library any day and any time during school hours for browsing, book exchange, or reference work. Teachers may send individuals or small groups as needed.