



Providence Lower School Media Center

After School Policies and Procedures

Hours: 7:35 a.m. -4:30 p.m.

(Closed after school on half-days)

The Providence Lower School Media Center is open to students in need of internet research and project assistance, printing, and group project meetings that have been previously arranged with the Media Center Specialist. The Media Center Specialist has the right to refuse entry to students who are not using the Media Center for the above needs. Students refused entry, or not using the Media Center appropriately, will be sent to the Security Desk and then the appropriate Extended Day area.

1. Students will sign up at least one day prior, with Mrs. Sanders, to use the media center after school.
2. Students will sign in and out of the Media Center each day.
3. Students are expected to abide by the new Technology Policies found in the Providence Handbook, and students who do not will be reported to the appropriate Administrator.
4. Students are typically not assigned homework on Wednesday nights. However, students who are in the Media Center should still be working on school assignments or research projects.
5. Students may not bring food or drinks into the Media Center.
6. The Media Center will not release students until the parent arrives at the front office/security desk.
7. Please contact Lindsey Sanders at lsanders@prov.org if parents have any questions.

Parent Signature: _____

Student's Name: _____