

Providence Upper School Media Center

After School Policies and Procedures

Hours: 7:40 a.m.-4:30 p.m.

(Closed after school on half-days)

The Providence Upper School Media Center is open to students in need of internet research and printing, group project meetings that have been previously arranged with the media center specialist, and NHS tutoring. The media center specialist has the right to refuse entry to students after school 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 Providence Upper School Extended Day Program.

1. Students will sign in and out of the media center each day.
2. Computers may be used for research only. If a student is accessing a site that is not related to class work or research assignments, or is not considered appropriate for Providence School, the student will be sent to the upper school extended day program and the behavior/offense will be reported to the appropriate Dean.
3. 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.
4. Students may not bring food or drinks into the media center.
5. All electronic device policies in the school handbook are also enforced in the media center. If any of these devices are seen they will be confiscated and given to the appropriate Dean the following day and the student will be sent to the upper school extended day program.
6. The media center will not release students until the parent arrives at the front office/security desk.
7. Parents are not permitted upstairs due to safety and security reasons.
8. Please contact Christine DeCastro at cdecastro@prov.org if parents have any questions.

Parent Signature: _____

Student Signature: _____