



Providence Upper School Media Center

After School Policies and Procedures

Hours: 3:15 p.m.-4:30 p.m.

***Days: Monday, Tuesday, Thursday, and Friday
(Closed every Wednesday after school and 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, tutoring and to complete homework assignments.

1. Students will sign in and out of the Media Center each day.
2. Students are expected to abide by the Technology Policies found in the Providence Handbook, and students who do not will be reported to the appropriate Administrator and/or Dean.
3. Students must ask permission to use a cell phone during after school hours.
4. Students may not bring food or drinks into the Media Center.
5. Parents are not permitted upstairs due to safety and security reasons.
6. If a student is asked to leave the Media Center because of rudeness, disruptive behavior, or infraction of any Providence school rule or policy, he or she will not be allowed to return to the Media Center until notification of release from the appropriate Administrator or Dean.
7. The Media Center Specialist is only responsible for students using the media center; therefore, if a student is asked to leave, the Media Center Specialist is not responsible for the whereabouts of that particular student.
8. Please contact Christine DeCastro at cdecastro@prov.org if parents have any questions.