



Norton Park Elementary School Library Media Center Program

Norton Park Elementary School Library Media Center Mission Statement:

The mission of the Norton Park Elementary School media program is to foster a positive environment for student learning and achievement while striving to actively promote reading, technology and information literacy.

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Cobb County School District Mission Statement:

The mission of the Cobb County School District is to provide an academically rigorous, caring and safe educational environment in partnership with families, students and the community.

Cobb County Library Media Education Mission Statement:

Positively impact student achievement by establishing instructional partnerships, implementing evidence-based practice, and providing reliable resources in an environment welcoming to all stakeholders.

Purpose:

The purpose of the policy and procedures manual is to provide a guide for the operation of the Norton Park Elementary School Library Media Center and will be updated as needed.

Goals and Objectives:

The goals and objectives of the media specialist are listed below and revised as needed to foster a positive and effective learning environment for all stakeholders.

Teach students to access, evaluate, and use information effectively.

- Maintain a well-balanced collection of resources and materials in order to meet the diverse and unique needs of Norton Park School.
- Aid in locating and using instructional resources and materials
- Promote instruction and information literacy to Norton Park School students, faculty, staff, and families.
- Provide instructional materials that will stimulate growth in curriculum and supports the Norton Park strategic plan.
- Manage a well-planned library media program that fosters learning in a welcome environment.

Library Media Center Hours of Operation:

- Open to Norton Park Elementary School faculty and staff 6:30 a.m. – 3:00 p.m. Monday – Friday throughout the school year; extended hours available upon request.
- Open for Norton Park School students 7:00 a.m. – 3:00 p.m. Monday – Friday throughout the school; extended hours available upon request.
- Open to Norton Park Elementary School families and other stakeholders 7:00 a.m. – 3:00 p.m.; extended hours available upon request.

Expectations:

- Students must come to the Norton Park Elementary School Library Media Center with a purpose for research, reading, and exploring new ideas.
- Students must have a classroom pass from their teacher when visiting the Norton Park Elementary School library media center alone or in small groups.
- Teachers must detail the purpose of small group and single student visits.
- Norton Park Elementary School faculty and staff members are encouraged to browse and check out materials.
- Norton Park Elementary School faculty and staff are strongly encouraged to utilize self-checkout to promote independence and flexible scheduling.
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- Teachers that use the library media center printers must be in the media center if they are printing confidential information.
- Teachers that use the library media center printers must pick up what they print before the school day ends.

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Student Conduct:

Norton Park Elementary School students must adhere to the established rules of acceptable behavior rules below. Failure to do so will result in the consequences that follow.

Rules:

- Students must use a quiet voice when working in groups in order to respect others working around them.
- All patrons must take the necessary measures to ensure the safety of all Norton Park Elementary School materials and resources.
- Students must keep hands, feet, and other objects to themselves.
- Students must use a shelf marker as they browse the collection for items to check out.
- Students must ask a member of the Norton Park Elementary School library media staff before printing.
- Students must listen and follow directions from the Norton Park Elementary School library media staff.
- Students may not chew gum in the media center
- Students may not have food or drinks with them during instruction time or when using any media center equipment.
- If students bring in food or drinks, there will be a designated place to store them until they leave the media center.

Consequences:

Failure to adhere to the Norton Park Elementary School library media center rules listed above may result in one or more of the consequences listed below.

- Verbal warning from a Norton Park Elementary School library media center staff member.
- Reassignment of seat or working location.
- Second reassignment of seat in a designated area for disruptive students.
- Communication with class teacher to establish a behavior strategy.
- Call the parent if the teacher does not.

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Scheduling:

In accordance with Cobb County Media Education Best Practices the Norton Park Elementary School library media center will utilize a flexible scheduling system.

- Teachers may reserve equipment, computer and/or lesson time using the on-line schedules accessible 24/7 on the Destiny homepage. All scheduling is on a first come, first serve basis with the exception of testing dates.
- Students may come to the media center in small groups of five or less with a pass from their teacher. The pass must list exactly the students should work on while in the media center, the student's names, and when the students should return to class.
- Students are encouraged to visit the media center during open hours (as long as they have a pass from their teacher) and before school beginning at 7:15 until 7:50, but students must first check in with their homeroom teacher.
- Teachers requesting lessons are encouraged to fill out a collaborative planning form or engage in another form of communication (i.e. email, grade level meeting) at least 3 days before scheduled lesson.

Library Media Committee:

- The Norton Park Elementary School library media specialist will develop the Norton Park Elementary School Library Media Committee. The Norton Park Elementary School Library Media Committee will communicate both formally and informally throughout the school year.
- Topics of engagement will include, but are not limited to challenged books, collection development, workspace, and weeding.
- The Norton Park Elementary School Library Media Committee will be comprised of one or more Norton Park Elementary School parent, Norton Park Elementary School teacher and/or faculty member, Norton Park Elementary School student, and the Norton Park Elementary School library media specialist.

Media Aide Program:

- Norton Park Elementary School students and parents will be recruited each school year to serve as Norton Park Elementary School Media Aides.

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- The Norton Park Elementary School Media Aide Program will consist of 8 – 10 carefully selected student volunteers from grades first through fifth and an unlimited number of parent volunteers.
- Student Media Aides must have a teacher recommendation, good grades, and no negative behavioral issues
- Norton Park Elementary School Media Aides will assist the media specialist and para-professional with duties that include shelving books, sharpening pencils, cleaning tables, assisting other students, and other tasks as needed.
- Norton Park Elementary School Media Aides will have the opportunity to enjoy a hands-on experience in day-to-day library media center operations and be recognized in the yearbook.

Video Production:

- Norton Park Elementary School students in the fourth and fifth grade may apply to become of the Norton Park Elementary School Video Production Team if they have a written referral from a teacher or staff member.
 - The Norton Park Elementary School Video Production Team will be comprised of no more than 12 – 15 students and split into two groups.
 - Norton Park Elementary School Video Production Team members will learn all aspects of video production to include videography, green screen technique, script writing, video editing and producing while working as a team.
- Norton Park Elementary School Video Production Team members are required to have a spotless behavioral record and good grades.
- Norton Park Elementary School Video Production Team members will serve for an entire school year; fourth grade students will be required to apply a second time if they wish to join in their fifth year.

Book Fair (s):

- The Norton Park Elementary School Library Media Center will host Book Fairs each year to raise money to fund various programs and materials to promote academic growth and achievement.
- Items funded may include, but are not limited to workstation headphones, Norton Park Elementary School Video Production Team member lanyards and identification card cases, and small prizes and awards to recognize student achievement.

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Technology and Equipment: (IN PROGRESS)

The Norton Park Elementary School Library Media Center has a vast array of equipment and technology listed below that is available for student use and classroom and/or teacher checkout.

- Two Dell Netbook carts with a combined total of 40 units.
- One full-size laptop cart with 30 laptops.
 - Two student laptops provided by the Cobb County School District by students and teachers as self-checkout stations.
 - Simplicity Touch Recordex interactive smart board.
- Digital video and photographic cameras
- 24/7 access to Cobb Digital Library accessed on site and remotely at MackinVia.com.
- Two wireless scanners
- Black and white and color printers
- Cold and hot Laminators
- Binding Machine

Other Programs and Services: (IN PROGRESS)