

Media Center Lunch Pass Policy 2009 - 2010

- Depending on classes signed up in the Media Center, an individual lunch student is *not guaranteed* computer usage during lunch period.
- The availability of lunch passes per lunch period *is based on daily use of the Media Center by classes* and presence of Media Staff.

To get a lunch pass for the media center:

1. At the *beginning* of your lunch period, come to the Circulation Desk from the Main Hall.
2. Give the media staff your name and we will write it on a specifically colored pass for that day and period only.
 - *If you choose to stay in the media center from the beginning of lunch*, go to the desk by the side door, turn in your pass to the monitor and log into the “sign in” computer.
 - If you choose to *leave for lunch and return later*, HOLD ONTO YOUR PASS and go to lunch via the main hall doorway.
 - When entering the media center from lunch, go through the side door directly adjacent to the lunch room.
 - Go to the desk by the side door, turn in your pass to the monitor and log into the “sign in” computer.

Lunch Pass Stipulations:

1. No passes will be given out *after* the Tardy Bell rings.
2. You may only get a pass for yourself.
3. No food or drink is allowed, so eat lunch in the cafeteria *before* you come to use the Media Center
4. Students using computers during lunch periods will abide by the Cobb county School District’s Acceptable Use Policy (KJNDB). In other words, *school-related items only*.
5. The Media Center pass is strictly for going **from** the cafeteria **to** the Media Center – it may not be used to go to your locker, a classroom, Guidance, the nurse, the front office, PPO, vending machines or restroom (all of these things must be attended to before you come to the Media Center).
6. If the Media Center has been “blocked off” for testing or other purposes, signs will be posted that lunch passes will not be available on that date.

Pass Distribution:

- **50** passes will be distributed if **no classes** are signed up to be in the Media Center
- **30** passes will be distributed if **one class** is signed up to be in the Media Center
- **15** passes will be distributed if **two classes** are signed up to be in the Media Center

Faculty Information:

- Lunch passes written by classroom teachers, guidance, the nursing staff, PPO or administrators *will not be accepted*.
- Teachers must *prearrange* (in the morning) with the Media Specialists to send (*no more than 4*) students from the classroom to the Media Center during lunch periods. Students will be sent back to your class room without prior communication with us.