



Media Center

| | Scholars will... | Staff will... |
|---------------|---|---|
| Be CARING | <ul style="list-style-type: none"> ➤ Keep track of checked out materials. ➤ Use appropriate indoor volume level. ➤ Use polite language with teachers and media center staff. | <ul style="list-style-type: none"> ➤ Follow protocol for sending scholars to the media center. ➤ Assist scholars with locating materials. |
| Be PRINCIPLED | <ul style="list-style-type: none"> ➤ Turn in all materials on time. ➤ Keep the book stacks tidy. ➤ Use learning technology appropriately and as instructed. | <ul style="list-style-type: none"> ➤ Allow access to resources when necessary for class. ➤ Remind scholars to return overdue materials. |
| Be SAFE | <ul style="list-style-type: none"> ➤ Walk at all times. ➤ Follow sign-in/sign-out procedures. ➤ Report damage and concerns to staff. | <ul style="list-style-type: none"> ➤ Ensure no food, drink, or electronics are brought into the media center. ➤ Reflect and practice with scholars who do not exhibit "The JMA Way." |

At JMA we make a positive difference in self, community and the world, by being caring, principled and safe.