

Programs and Services

Port Charlotte High School Media Center

The media center is a valuable resource for teachers and students. A wide variety of print, audio-visual based materials and technology-based resources relating to curriculum needs are available in the media center. The media specialists are available to assist teachers in scheduling and using these resources. Teachers and students are encouraged to make full use of the media center. Guidelines for use are as follows:

Class Visits

Media center use and research are encouraged and should be scheduled in advance so that adequate workspace and materials can be made available. The scheduling book is located at the circulation desk. Two classes can be scheduled for each period of the day, with one class having use of the computers. Teachers needing the computers must indicate this in the scheduling book. Scheduling is done on a first come, first served basis. Teachers must remain with their classes and are responsible for the discipline of their students. Because of obvious reasons, media center use should not be part of a substitute's plans unless special arrangements have been made in advance with a media specialist.

Individual Student Passes

Students may come to the media center on individual passes throughout the school day. Teachers may issue up to three (3) passes at a time per class period. Students must have their student planner signed by their teacher. Upon arrival to the media center, students must sign-in (including name, time in, and teacher). When leaving the media center, students sign-out and include the time of departure. 4th hour students who wish to come to the media center for their lunchtime need to speak to a media specialist and will receive a special stamp in the front of their passbook. Students coming from a study hall must see a media specialist for a special study hall pass.