



# **BHS MEDIA CENTER**


**POLICY**

**&**

**EXPECTATIONS**

**A QUIET PLACE TO WORK AND  
STUDY!**

# OPTIONS TO USE IN THE MEDIA CENTER

- **Computers**
    - District Computer User Agreement applies
    - Students must login
    - One person on a computer at a time
    - Print school assignments
  - **Books/Magazines**
    - Books- 10 days
    - Magazines- 5 days
    - Reference Materials- 3 days
  - **Other Options**
    - As determined by the staff
- 

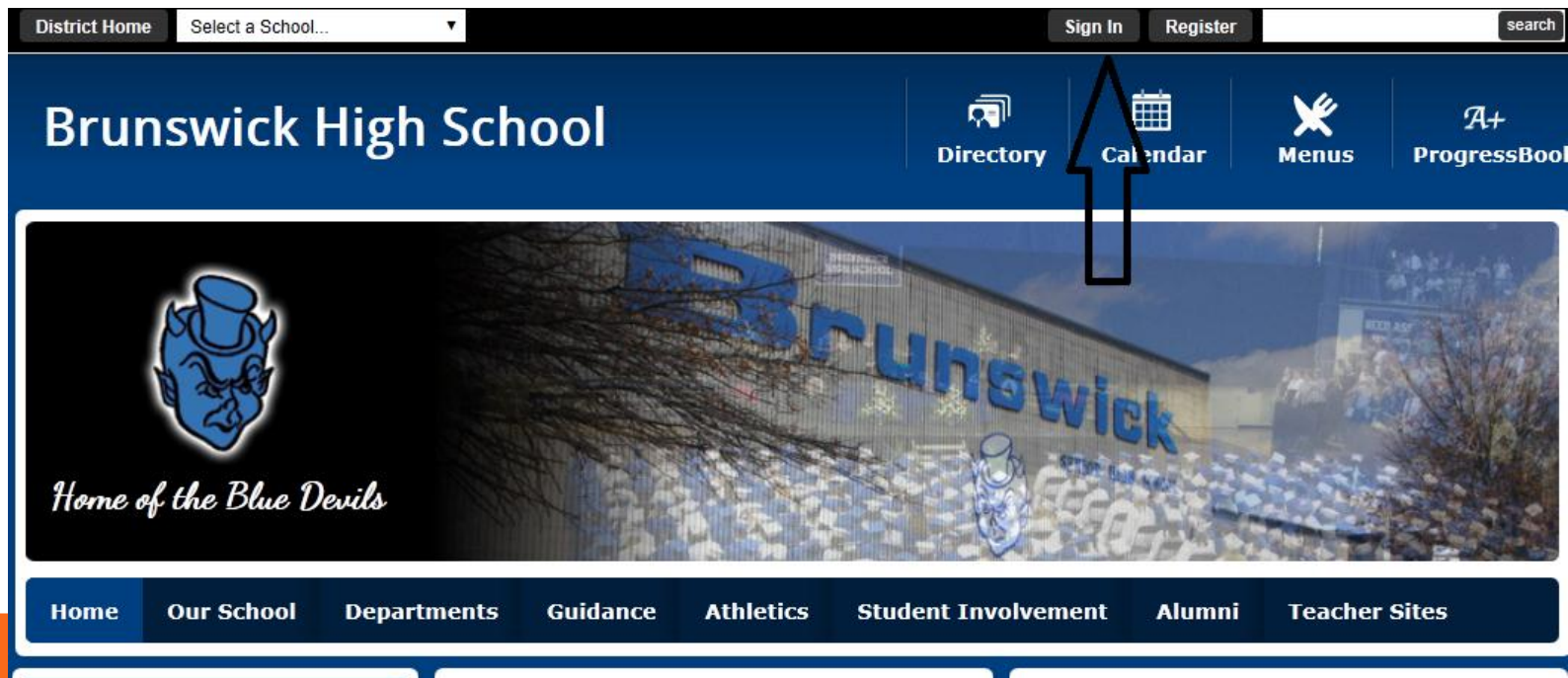
# STUDY HALLS

1. Register on line at the BCSD/BHS webpage
  - Media Center Registration
  - Sign up for date and period
  - Confirmation or waiting list- via email
2. Must be signed in at [www.bcsbh.org](http://www.bcsbh.org), go to the pull down menu on the left and select Brunswick High School.



## How to register for the Media Center

**STEP 1: SIGN IN AT THE BSCD/BHS WEBSITE. SIGN IN AT THE TOP RIGHT OF THE HOME SCREEN: FIRST INITIAL, MIDDLE INITIAL, LAST NAME, GRADUATION YEAR. (KEMERRILL2015)**



The screenshot shows the Brunswick High School website. At the top, there is a navigation bar with a dropdown menu for "Select a School...", buttons for "Sign In" and "Register", and a search box. Below this is a dark blue header with the school name "Brunswick High School" and icons for "Directory", "Calendar", "Menus", and "ProgressBook". A large banner image shows the school building with the name "Brunswick" and the mascot "Home of the Blue Devils". At the bottom, there is a dark blue footer with navigation links: "Home", "Our School", "Departments", "Guidance", "Athletics", "Student Involvement", "Alumni", and "Teacher Sites". A black arrow points to the "Sign In" button in the top right corner.

# STEP 2: CLICK ON MEDIA CENTER REGISTRATION

## BHS Site Shortcuts

- 2012-2013 School Calendar
- BHS Discipline Forms
- BHS Grade Estimator
- iPad Registration
- Media Center Registration
- Old Web Site
- Student Email

## District High School Announcements



### School Cafeterias Go Computerized

Brunswick school cafeterias will be utilizing a new Point of Sale payment system for all school meals. The first day of service for the new system is **Tuesday, January 15, 2013**. [Click here](#) for the Parent Information letter that was sent home with your student and for additional information.

## Contact Us

**Main Office Phone: 330-273-0495**  
**Main Office Fax: 330-273-3512**  
**3581 Center Road**  
**Brunswick, OH 44212**

### Attendance Phone




9th (330) 273-5964  
10th (330) 273-5967  
11th (330) 273-5966  
12th (330) 273-5965

### Office Phone

9th (330) 273-0491  
10th (330) 273-0492  
11th (330) 273-0438  
12th (330) 273-0490

THIS CALENDAR WILL ALLOW THE STUDENT TO SELECT THE DAY THEY WISH TO REGISTER FOR THE MEDIA CENTER. SELECT "MORE..." TO SEE ALL PERIODS.

September 2013

Today  Day  Week  Month  List

< September 2013 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day...	3 <input checked="" type="checkbox"/> 7:25am Media... <input checked="" type="checkbox"/> 8:20am Media... <input checked="" type="checkbox"/> 9:15am Media... <input checked="" type="checkbox"/> 10:10am Media... more...	4 <input checked="" type="checkbox"/> 7:25am Media... <input checked="" type="checkbox"/> 8:20am Media... <input checked="" type="checkbox"/> 9:15am Media... <input checked="" type="checkbox"/> 10:10am Media... more...	5 <input checked="" type="checkbox"/> 7:25am Media... <input checked="" type="checkbox"/> 8:20am Media... <input checked="" type="checkbox"/> 9:15am Media... <input checked="" type="checkbox"/> 10:10am Media... more...	6 <input checked="" type="checkbox"/> 7:25am Media... <input checked="" type="checkbox"/> 8:20am Media... <input checked="" type="checkbox"/> 9:15am Media... <input checked="" type="checkbox"/> 10:10am Media... more...	7

# SELECT A PERIOD THAT YOU WANT TO REGISTER FOR

Tuesday 1/15


- 7:25am**  
Media Center - 1st Period
- 8:20am**  
Media Center - 2nd Period
- 9:15am**  
Media Center - 3rd Period
- 10:10am**  
Media Center - 4th Period
- 10:30am**  
Media Center - 5th Period
- 11:00am**  
Media Center - 6th Period
- 11:30am**  
Media Center - 7th Period
- 12:00pm**  
Media Center - 8th Period
- 12:30pm**  
Media Center - 9th Period
- 1:25pm**  
Media Center - 10th Period

# REGISTRATION PAGE WILL ALLOW YOU TO REGISTER FOR THE SELECTED PERIOD.


[Home](#) ▶ [Departments](#) ▶ [Media Center](#) ▶ [Media Center Registration](#)

## Media Center - 2nd Period

9/10/2013 8:20 AM - 9:10 AM

 [Go To Calendar](#)

 [Print](#)

 [Export](#)

### Contact

**BHS Media Center**

Email: [BrunswickHSMediaCenter@gmail.com](mailto:BrunswickHSMediaCenter@gmail.com)

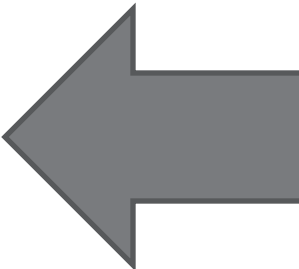
### Registration

**Seat Availability:** 25 of 25 available.

**Last day to register:** 9/10/2013

[Register](#)

NOT REGISTERED



The Media Center is limited to 25 students per period. Click register, when finished.



**IF THE MAXIMUM NUMBER OF STUDENTS HAVE REGISTERED (25), YOU CAN BE PUT ON A WAITING LIST. CLICK ON JOIN WAITING LIST.**




Once a student has joined the waiting list they will get a confirmation stating, “You are on the waiting list for this event”. If an opening occurs, you will receive an e-mail that you are registered. Do not go to the Media Center if you don’t receive an e-mail.

# ATTENDANCE, TARDY, OR CUT SLIP

1. Report directly to the Media Center-No passes from study hall will be accepted
  - **Must check in and confirm you are on the attendance list**
  - **Do not report to the Media Center if you are on the waiting list**
  - **You will be marked tardy for class if you choose to report to the Media Center without a confirmation email**
  - **A cut slip will be issued for failing to attend a scheduled Study Hall or failure to report to the Media Center**
  - **The use of the Media Center is a privilege that can be taken away**

# EXPECTATIONS

1. Study Hall is a place to study, not socialize!
  2. Respect of other students working ,is a priority !
  3. Must follow all directives of the staff!
  4. Respect!
  5. Privileges will be revoked and referrals will be sent to grade level principal.
  6. Appropriate discipline will be taken.
- 

# BHS EXPECTS THE BEST



Respectful of others studying or quietly working



Responsible for the choices you make



On time to the Media Center



Prepared with materials needed