

Innovation Center Policies and Procedures

- The Innovation Center is **closed during 7th period** due to the Yearbook class.
- Students are admitted to the Innovation Center **by official pass only**.
 - A **Hall Pass entered in Focus** is required.
 - Teachers must also provide a **written white hall pass with a signature**.
 - Students without a proper pass or ID badge will be dismissed and sent back to class.
- **Group Guidelines**
 - Small groups of **four (4) or fewer students** may visit without a teacher.
 - Groups of **five (5) or more students** must be **escorted by a staff member**.
- Upon entering the Innovation Center, students must **sign in** using the Chromebook located at the **Circulation Desk**.
- **Restroom use is limited to one student at a time**.
- Students may check out a **maximum of three (3) books** at one time.
 - Each student is responsible for materials checked out under their name.
 - Students are responsible for **all fines and any damaged or lost materials**.
- All tables, computer stations, chairs, and stools must be **left clean and organized** after use. This includes board games and any additional materials.
- The **Circulation Desk is off limits** to students, except for designated library assistants.
- **Reservations**
 - Classes may be scheduled in the Innovation Center for book checkout and work areas.
 - **After-school reservations** for faculty must be scheduled through the **Media Specialist** with **at least 24 hours' notice**.
- **Teacher Resources**
 - Teachers may use the **Ellison Die Cutting Machine** for bulletin boards.
 - **Lamination services** are available for all faculty and staff.
 - Please drop off items at the Circulation Desk with your **room number and requested time frame**.
 - All teachers are allowed to check out library books, including professional development books.