

# *Dr. W.J. Creel School*



## *Media Center Handbook*

*2008-2009*

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# Mission Statement

The mission of the media center is to help our students become lifelong learners by promoting and encouraging reading a variety of literature, supporting the curriculum through collaboration with classroom teachers and teaching information literacy skills.

## General Information

Hours of Operation: 7:30 A.M. - 3:30 P.M.

Dr. W.J. Creel School's Media Center has a flexible schedule so that students may have access at anytime during the day for book checkouts, research, leisure reading and taking computerized reading comprehension quizzes (Accelerated Reader and Scholastic Reading Counts).

Teachers may bring their class to the Media Center for research and special projects. Teachers are encouraged to schedule this time to ensure that they have full access to resources and Media Specialist.

All students are required to have a pass to visit the Media Center. Students in Grades 3-6 are also required to sign-in and out on the log sheet.

All students receive an orientation to the media center during the first week of school. New students are oriented on an individual basis as they become a part of the Dr. W.J. Creel School family.

# Book Checkout Policy

**Grades K-2:** 1 book

**Grades 3-6:** 2 books, additional check-outs may be allowed for special projects as needed.

Reference materials may only be used in the Media Center.

**Time Limit:** students may keep checked out books for one week; students may renew a book if it is not on hold for another student or as needed for special projects.

**Overdue Books:** students (3<sup>rd</sup>-6<sup>th</sup>) are limited to ONE book if they have an overdue book. K-2 students may use their classroom library until they have returned their book.

**Lost or Damaged Books:** all students are responsible for the books they have borrowed and will be charged the full replacement cost for lost or damaged beyond repair books. Students will be limited to one book until these charges have been paid.

## Reading Motivation/Promotion Programs

***Readers Are Leaders Club:*** students in all grades may participate in this program by reading books and accumulating points by taking Accelerated Reader or Reading Counts computerized quizzes. Students may also earn points by writing a summary or drawing a picture (K-1) of a book they have read for which we do not have a computerized quiz.

Students move to different levels (Level 1-4 and Leaders Club) based on the number of points they have accumulated. The number of points required for each level varies for each grade. Students also receive reading incentives such as: pencils, bookmarks, erasers, free books, etc as they accumulate points. Students in Kindergarten & 1<sup>st</sup> grade receive their incentives in-class from the Media Specialist. 2<sup>nd</sup> grade students come to the Media Center to receive their rewards. 3<sup>rd</sup>-6<sup>th</sup> grade students use their points to “shop” at the Reading Store at the end of each grading period.

***Sunshine State Readers:*** students may “get on the map” by reading three of the Sunshine State Young Readers Award (SSYRA)\* books. For each additional SSYRA book read, the student receives an extra star on their sun on the Florida map.

\*SSYRA books are selected each year (15 for grades 3-5 & 15 for grades 6-8) by Florida’s professional library media association together with teachers and students from around the state. In April any student who has read at least 3 of these books may vote for their favorite book.

***Book Bash:*** Students in grades 3-6, who have read at least seven of the SSYRA books for their grade level, are eligible to participate in Book Bash.

Book Bash is a district-wide event to celebrate reading of the SSYRA books. Teams from several schools gather at a host school to create original *book jackets*, participate in *reader’s theatre*, and play a Jeopardy-style game: *book quest*.

***Read Across America:*** School-wide program to celebrate Dr. Seuss’ birthday. Kick-off on Dr. Seuss’ birthday (March 2<sup>nd</sup>) through May 9<sup>th</sup>. All students who read (or have read to them) at ***least three books at their reading level or above***, about the United States (fiction or non-fiction) during this time-frame, will have their names displayed on the United States map in the Media Center. Accelerated Reader and Reading Counts quizzes, or a book summary will be used to verify that the student has read the book.

***Reading Is Fundamental (RIF):*** all 4<sup>th</sup> grade and Exceptional Education students receive three free books during the school-year. These books are provided by a federal grant and money earned from the fall and spring book fairs.

***C.A.R.E.:*** Students for 1<sup>st</sup> and/or 2<sup>nd</sup> grades are selected by to participate in this program. Twice-monthly these students read to a trained therapy dog and his/her owner. Students are questioned on what they read to check for comprehension.