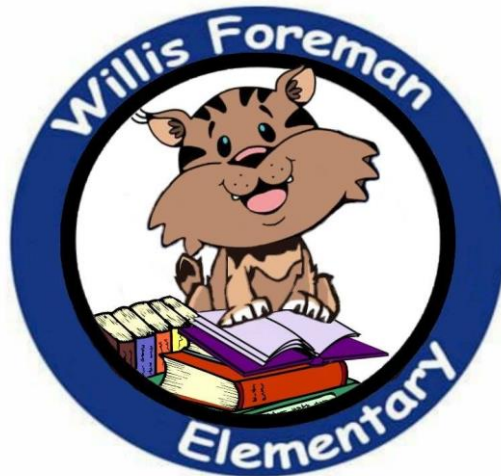


**WILLIS FOREMAN ELEMENTARY
SCHOOL**



**LIBRARY MEDIA CENTER HANDBOOK
2018-2019**

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Principal**

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Library Media Specialist**

**OUR SCHOOL'S WEBSITE ADDRESS IS
[HTTP://WFOREMAN.RCBOE.ORG](http://wforeman.rcboe.org)**

TABLE OF CONTENTS

PURPOSE OF THE LIBRARY MEDIA HANDBOOK	1
MISSION STATEMENT	1
VISION STATEMENT	1
GOALS AND OBJECTIVES	2
OPERATIONS/SCHEDULING	2-3
THE WFES MEDIA AND TECHNOLOGY COMMITTEE	4
SELECTION OF LIBRARY MEDIA MATERIALS	5
RECONSIDERATION OF MATERIALS	6
COPYRIGHT POLICY AND PROCEDURES	7
CIRCULATION POLICY	8-9
LOST AND DAMAGED LIBRARY BOOKS, MATERIALS, EQUIPMENT	10
VIDEO POLICY	11
INSTRUCTIONAL PROGRAMMING	11-12
SOFTWARE	12-13
REPAIR OF INSTRUCTIONAL TECHNOLOGY EQUIPMENT	13
LOAN OF COMPUTERS AND OTHER ELECTRONIC EQUIPMENT	14
GEORGIA STUDENT MEDIA FESTIVAL	15
HELEN RUFFIN READING BOWL	15
DESTINY ON-LINE CATALOG	15
LAMINATING MACHINE	15
MOBILE CART POLICIES AND PROCEDURES	16-17
COMPUTER LAB POLICIES AND PROCEDURES	18
THE LIBRARY SQUAD: A STUDENT VOLUNTEER PROGRAM	19
MYON READING PROGRAM	19
READ 20 MINUTES EACH DAY INITIATIVE	20
APPENDIX	21



"Outside of a dog, a book is a man's best friend. Inside of a dog, it is too dark to read." - Groucho Marx.

Purpose of the Media Handbook

The purpose of the Willis Foreman Elementary School (WFES) Library Media Handbook is to provide the users of the library media center with a guide for the operation of the school library media program. The WFES Library Media Center policies will adhere to the Richmond County School System (RCSS) Media Specialist's Handbook policies and procedures. This handbook will be updated as changes are made in the WFES Library Media Center program.

Library Media Center Mission Statement

The mission of the WFES Library Media Center is to collaborate with faculty, staff, and the administration, in order to integrate library skills, research skills, and technology skills into the standards - based curriculum.

Library Media Center Vision Statement

The vision of the WFES Library Media Center is to be the hub of the school, where students, parents, faculty, and staff come for their information needs. Since students learn in different ways, it will be a place where a variety of strategies are used to help all students learn and achieve. It will also be a place where reading skills are developed and a love of reading fostered.



Goals and Objectives

- To provide services to students, faculty, and staff that will enhance the instructional program within the school.
- To provide instructional materials that will stimulate growth in factual knowledge, literary appreciation, ethical standards, and aesthetic and moral values.
- To provide information that will enable students to make intelligent, informed decisions in their daily lives.
- To provide technology options for all students, as well as print and non-print materials, in their quest for knowledge.
- To provide materials on opposing views of controversial issues so students, with guidance, may develop skills necessary for critical reading, thinking, and listening.
- To provide materials representative of many religious, ethnic, and cultural groups and their contributions to our mutual heritage.
- To provide materials that support research-based strategies and supplement the classroom instructional goals.
- To provide materials that supports the Georgia Standards of Excellence (GSE).

Library Media Center Operations/Scheduling

The Willis Foreman Library Media Center operates on an open and flexible schedule. The open schedule is mandated by the Richmond County Board of Education and Georgia State law.

No fixed schedules will be honored. Small groups (4 students per teacher) or individuals may come to the media center during the school day. The media center is open each school day from 8:30 A.M. until 3:00 P.M. Each student should have a library pass indicating the student's name, the purpose for their visit, the time the student left the teacher's class, the time the student is expected to return to class, and the teacher's signature.

It is Richmond County Board policy that the teacher remains with his/her class during the whole class visits. An open class format is provided for

Teachers, so that they may have an entire class come to the library for a definite purpose such as research, technology and or story-time. Teachers are encouraged to collaborate with the media specialist to provide specific instructional activities. Planning for whole class instructional visits should be arranged a week in advance.

Flexible Scheduling, which works in partnership with collaboration, is addressed in the GADOE rule IFBD 160-4-4-.01: The Library Media Center (LMC) should always be open and accessible. The Georgia Department of Education policy 160-4-4-.01 states that the LMC is flexibly scheduled throughout each instructional day. The Georgia Department of Education (GaDOE) policy concerning Flexible Scheduling is taken very seriously and assigning classes to the Media Center is a violation of GaDOE policy.

- Teachers are responsible for signing up their classes for media center time. The library media specialist encourages each teacher to sign up at least once a week.
- The teacher must remain with the class, per Richmond County policy.
- Classes will not have an assigned library time and day.
- Small groups of 4 students per teacher (grades 2-5) may come to the media center with a library pass.
- Students' visits to the library should be limited to one visit per day. Students are required to receive an allotted instructional time for each subject area.



The Willis Foreman Media and Technology Committee

Each school unit shall have a Building Media and Technology Committee. This committee shall be composed of administrative, instructional and media personnel, parents, students, and community representatives.

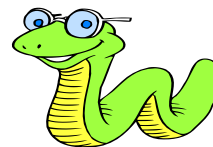
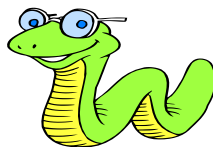
The Building Media and Technology Committee shall meet as often as needed or as required to meet the school's needs.

The committee is charged with making recommendations for the media program in the school concerning:

1. Long range program goals for all types of media used by the instructional program.
2. Budget priorities.
3. Reconsideration of materials.
4. Operational procedures.
5. Copyright adherence policies, including appointing an individual responsible for providing copyright information and obtaining copyright clearance where necessary.
6. Program evaluation, including expansion and deletion of services.
7. Policies for disposition of gifts.
8. Policies for the use of non-school owned materials in the classroom.
9. Mechanism for the use of information sources outside the school.
10. Assist the media specialist in evaluating and prioritizing requests from the faculty and students for additions to materials in the media collection.

The media specialist shall be responsible for organizing and working with the Building Media and Technology Committee. A list of committee members shall be turned in to the Media Program Specialist at the beginning of each academic year.

The media specialist shall be guided by, but not limited to, the suggestions of the Building Media and Technology Committee. It is, and shall remain; the media specialist's responsibility to order all print, non-print, and audio-visual materials and equipment to ensure a balanced collection is available for instructional use in the media center.



Selection of Media Materials

Materials are obtained yearly for media center check-out. All suggestions for materials may be made to the media specialist, in writing. Requests and suggestions are sought from staff, parents, students, and other members of the school. These suggestions will be filed if they are submitted after the annual media order has been placed (approximately mid-October). All suggestions will be considered based on county selection criteria. Reviews will all be gathered from the literature of professional organizations and other reviewing sources recognized for their expertise. The removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value is part of the selection process.

Selection of instructional materials is a cooperative, ongoing process in which administrators, teachers, library media specialist, and students will participate.

The library media specialist will make the final decision based on recommendations of the aforementioned.

Criteria for Selection

In general, learning resources shall be selected for their strengths, rather than rejected for their weaknesses. The following criteria will be used as a guide in selection process.

- Relevance to curriculum.
- Interest, abilities, background of students and teachers.
- Local board of education policies.
- Authority, scope, coverage, and accuracy of work.
- Format, features, and price of the work.
- Recommendations of teachers, students, parents, and school administrators.
- Literary and artistic excellence.
- Lasting importance or significance to a field of knowledge
- Relevance to the interest of individual gifted, talented, and remedial student.
- Higher degree of potential user appeal



Reconsideration of Materials

When an objection is made to a media selection, the principles of the freedom to read and professional responsibility of the staff would be defended.

In the case of a complaint, the following procedures shall be followed:

- The complainant shall file the complaint, in writing and on the approved form, with the school administrator. (See Appendix, Reconsideration of Materials)
- The school administrator shall refer the complaint to the Building Media and Technology Committee to consider the validity of the complaint. After reviewing the complaint, the committee shall read, watch, or listen to the material in question and write an answer to the complaint, detailing their opinion of the item in question in a timely manner.
- The Building Media and Technology Committee shall meet with the complainant to discuss the item and try to reach an amicable and acceptable decision of the issue.
- A written report of all actions taken by the Committee shall be sent to the Assistant Superintendent for Instruction and the Director of Educational Media and Technology.
- If the complainant does not accept the decision of the Committee at the local school level, the complaint shall be referred to the County Committee. The County Committee shall follow the same procedure and make recommendations.
- If the complainant does not accept the County Committee's decision, the County Committee shall make recommendations to the Superintendent and the Board of Education. Then the ultimate decision will be the responsibility of the Board of Education.
- The appropriate form shall be the Form of Reconsideration of Materials found in the Appendix. Copies of this form should be kept on hand to give to anyone approaching the principal, teacher, or library media specialist with a complaint.

Copyright Policy and Procedures

The media specialist is expected to act as a "copyright advisor" for reproduction and use of copyrighted print, non-print, and electronic information.

The Copyright Law allows library photocopying under Section 107 Fair Use when meeting the following criteria:

1. Purpose and character of use.
2. Nature of work.
3. Amount and substantiality of the portion used.
4. Effect upon the potential market for the work.

All copy machines are labeled with notices for staff members regarding copyright awareness. It is the responsibility of each staff member to adhere to copyright policies, and keep an updated folder of materials provided by the library media specialist.

All videos shown must be for instructional purposes only and must be documented in your lesson plans. Use approval form (See Appendix, Request to Show School Videos) for classroom use of videotapes and/or other media when seeking permission to use a category of media. The school has to have closed circuit rights to show all videos it owns on the distribution system. If the catalog they were ordered from does not specify closed circuit rights, then they can only be shown in the classroom and not through the distribution system.



Circulation Policy

All library materials must be checked out from the circulation desk. All equipment is assigned and checked out to the teachers for the school year.

FACULTY AND STAFF	
Fiction and Nonfiction	2 weeks
Periodicals	Current issues - 2 days Back issues - 2 Weeks
Kits, Games, Resource Materials	2 weeks
Equipment	Annually (all equipment not being used should be returned to the media center for other teachers to use.)
DVD	Returned daily
Carts	Returned daily
Mobile Carts w/laptops	Returned daily

*Teachers are responsible for lost or damaged library media materials and will be charged a media fine.

Student Check-Out Procedure:

- All student library books are due back according to the following:
 - Grades K - 1 = 1 week from the date checked out
 - Grades 2 - 5 = 2 weeks from the date checked out
- Students may not check out audio/visual equipment, or videos.
- Students in Pre-K - 1st grade will not pull books from the shelf for check-out.
- Pre-K - 1st grade may check out 1 book.
- Students in 2nd - 5th grade may check out 2 books.
- Students must return all library books that are overdue before new books can be checked out.
 - Overdue books will result in a loss of check out privileges.
 - Overdue fines may be charged to students.
 - Lost or damaged library books will result in the loss of check out privileges and fines will be assigned.
- If students are issued a laminated library card at the beginning of the

year, lost or damaged library cards will result in a fine of \$2.00 and loss of check out privileges will result until the fine is paid.

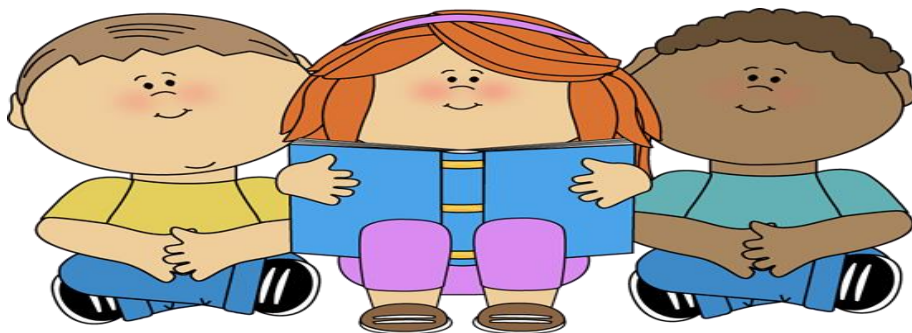
- Damaged barcode labels or spine Labels will also result in a media fine of \$2.00 to cover the cost to replace the labels.
- Students are encouraged to renew library books for an additional two week period if more time is needed.

Parent/Volunteer Check-Out Procedure:

- All library books are due back 2 weeks from the day they are checked out.
- Parents may check out 4 books per child.
- Parents must return all library books that are overdue before new books can be checked out.
- Every 2 weeks, an Overdue List will be printed and distributed to students to give to their parents.
- Overdue books will result in a loss of check out privileges.
 - Overdue fines are not charged to parents.
- Lost or damaged library books will result in the loss of check out privileges and fines will be assigned.
- Parents are encouraged to renew library books for an additional two weeks period if more time is needed.

Reference Materials:

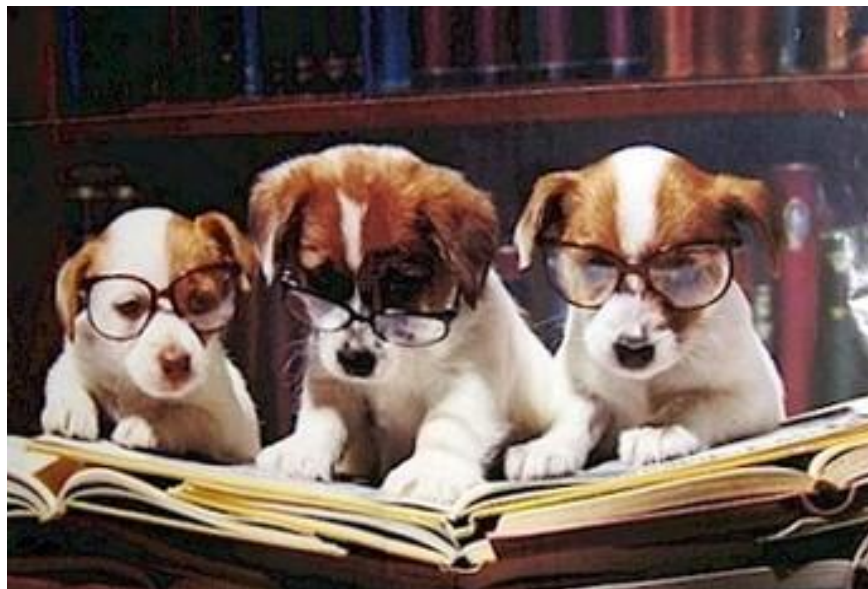
Reference materials will be used in the media center and in some situations, materials can be checked out by the teacher, student, and parents for daily use.



Lost and Damaged Library Books, Materials, and Equipment

The Library Media Specialists will determine the amount charged for lost or damaged library books, materials and equipment using the Instructional Materials guidelines:

- If a student owes money for lost or damaged books, materials or equipment, the student's parents are to be notified by overdue slip, lost book notice and or bill for damages.
- Students withdrawing owing money for lost or damaged books, materials or equipment should have the amount owed and the item written on the withdrawal slip. If the student transfers within Richmond County, the administrator is to accept the student and attempt to collect the amount owed.
- Richmond County Board of Education policy states that all money collected from a student shall be receipted. A receipt record shall be kept of all money collected for lost and damaged items. The money shall be turned into the school bookkeeper and an office receipt given.



Video Policy

Videos deemed educational and purchased by the school are to be made a part of the media center collection and may be used at the teacher's discretion. It is recommended that the school follow a policy of prudent viewing:

1. An instructional reason for the program should be stated in the lesson plans.
2. The program should be scheduled at least one week in advance.
3. There should be a follow-up lesson after the viewing to reinforce the content of the video.
4. The movie rating must be appropriate to the grade level where the movie is being shown. For any movie with a PG-13, approval of the principal and a parental permission note must be sent home. Students must not be penalized for not being able to watch a movie in which they did not receive parental permission to watch. No R rating movies are to be shown to WFES students.

Videos that are used for instructional purposes and brought from home by a teacher or student must be previewed by at least two members of the Building Media and Technology Committee and approved prior to viewing. (See Appendix, Request to Show Non-school Media) It is recommended that a two (2) week period be allowed for the preview process.

Under no circumstances shall a video be allowed to be shown in a school for entertainment purposes. This is in violation of Board Policy and copyright laws.

Instructional Programming

Georgia Public Broadcasting

Georgia Public Broadcasting (GPB) goal is to serve the educational needs of Georgia schools, and their portfolio features many video-based instructional resources that are used in classrooms. They also produce and distribute professional development training for Georgia educators (<http://www.gpb.org/public/education>).

Discovery Education/United Streaming

- Discovery Education is provided free to each school, department, and teacher by Georgia Public Broadcasting
- Discovery Education is the largest and most current digital video library available today. Discovery Education provides award-winning content in all subject areas and the videos are correlated to your state standards.
(<http://www.discoveryeducation.com>, WFES Passcode = B766-8692)

Software

Willis Foreman Elementary adheres to the Richmond County School System Software Purchasing Procedures for:

1. Alignment with the Georgia Performance Standards (Instructional Software)
2. The learning styles of students (Instructional Software)
3. Evidence of effectiveness
4. Total cost of ownership
5. Manufacturer support
6. Compatibility with the RCSS network (including bandwidth and hardware requirements)

Instructional Software Guidelines

Approval must be met for use of software by the teacher and/or school. Schools, Departments or employees requesting specific software must submit a Software Evaluation Form

(<https://www.rcboe.org/cms/lib/GA01903614/Centricity/Domain/78/Software%20Evaluation%20Form.pdf>). This form can also be found on the RCSS website under Staff & Departments - Curriculum - Software Programs. This form will be reviewed by the appropriate subject area Coordinator or Director. After the Director or Coordinator approves the form, it will be submitted to the Technology Department to determine network compatibility. After receiving approval from both Curriculum and Technology, the school, department or employee can proceed with ordering.

Support Software Guidelines

Departments, schools or individuals requesting support software must have the approval of the information technology director. This type of software must not duplicate services of other software and must meet network specifications.

Software Management

Licensed software must only be added to the machine for which it is purchased. All software is copyrighted and RCSS/HES complies with the Federal Copyright Laws so software may not be duplicated except for backup and archival purposes.

Only properly licensed and/or registered software will be loaded on RCSS-owned computers. Software acquired at RCSS expense shall not be copied onto any non-County computer unless specifically authorized by the license agreement. Schools and Departments shall establish a permanent file that documents the right to use each copy of software loaded on a RCSS computer. Every computer purchased must purchase licenses for software - this includes antivirus and office productivity software.

There are different types of licenses:

- a) Site License - under a site license, usually a designated quantity of individual computers are allowed to use a copy of the software.
- b) Network License - a network license is based on a maximum number of concurrent users.
- c) CPU License - a CPU license is generally for just one specific computer. A copy is usually allowed to be made for backup purposes.



Repair of Instructional Technology Equipment

A technician from the Richmond County Information Technology Department (IT) is assigned to our school each year. The IT technician handles all issues relating to items such as computers, interactive whiteboards and their accessories, etc. All technology support help shall be submitted to the Information Technology department (See Submitting an IT Support Help Request in the Appendix section of this handbook).

Loan of Computers and Other Electronic Equipment

Computers and other electronic equipment are often loaned to teachers and students during the year and over the summer. Suitable policies for accountability and care of the equipment should be in place at the school level.

The Information Technology department (IT) strongly discourages lending computers that are attached to the school's LAN (local area network). This is due to the problem encountered when trying to reattach them to the network. Therefore, it is suggested **ONLY** stand-alone computers be considered for circulation.

Check out procedures listed below are recommended:

- Borrowers must sign for all equipment checked out. (See Appendix - RCSS Mobile Device and Technology Checkout Agreement)
 - Any materials damaged or not returned will be repaired and/or replaced at cost to the borrower.
1. It is the borrower's responsibility to:
 - Insure the equipment is in working order when it is checked out
 - Return the material by the due date
 - Return the material in working order
 - Provide Police Report should the equipment be stolen or destroyed by fire
 2. It is the lender's responsibility to:
 - Make sure the materials are returned on time
 - Insure the equipment is in working order within 1-2 working days of its return by inspecting it. This ensures the equipment has not been damaged, remains virus free and is in proper working order.
 - If materials were previously networked, reattach to the network and restore all network settings



Student Media Festival

The media center and the faculty encourage students to explore technology for consideration of the Media Festival. Students are encouraged to participate and are given access to computers in the classroom and media center. The purpose of the festival is to stimulate student interest and involvement in all types of media productions. Students can show their work and be judged at local, system and state levels. For more information, visit the Georgia State Media Festival website at: <http://www.gait-inc.org/GSMF/index.htm>.

Helen Ruffin Reading Bowl

The Helen Ruffin Reading Bowl was founded by Helen Ruffin, a library media specialist from Georgia, in 1986. The bowl, in a competitive game format, questions students about the content of the Georgia Book Award nominees. The teams, comprised of students from different schools, compete to test their knowledge of the selected novels. The competition is open to fourth and fifth grade students. Each school may have a team of 10 members, who read approximately 15-20 novels. Students are selected by Lexile levels, student interest, practice tests and teacher recommendations



DESTINY ON-LINE CATALOG

THE LIBRARY MEDIA CENTER UTILIZES DESTINY, AN AUTOMATED CARD CATALOG AND CIRCULATION SYSTEM WHICH CAN BE ACCESSED BY STUDENTS, PARENTS AND TEACHERS ON-LINE AT <https://rcboe.follettdestiny.com>

LAMINATING MACHINE

THE LAMINATING MACHINE IS LOCATED IN THE LIBRARY MEDIA CENTER. FACULTY/STAFF MAY LAMINATE IF THEY HAVE BEEN TRAINED BY THE LIBRARY MEDIA SPECIALIST TO USE THE LAMINATING MACHINE. THE LAMINATING MACHINE WILL BE POWERED ON ONE DAY EACH WEEK. SINCE THE MACHINE IS LOCATED IN A LOCKED ROOM, NO ONE MAY USE THE LAMINATOR WITHOUT THE WRITTEN CONSENT (SEE LAMINATING MACHINE REQUEST IN THE APPENDIX SECTOIN OF THIS HANDBOOK) OF THE LIBRARY MEDIA SPECIALIST OR AN ADMINISTRATOR. NO OTHER EMPLOYEE MAY GIVE ACCESS TO THE LAMINATING MACHINE.

MOBILE CARTS: INFORMATION, POLICIES, & PROCEDURES



SIGN UP

YOU MUST SIGN UP TO RESERVE A MOBILE CART FOR CLASS USE. A RESERVATION SCHEDULE TO RESERVE A MOBILE CART IS LOCATED IN THE LIBRARY MEDIA CENTER. **YOU MAY CHECK OUT YOUR RESERVED MOBILE CART FROM THE LIBRARY MEDIA SPECIALIST FROM 8:00 AM TO 8:30 AM.**



FACULTY/STAFF & STUDENT ACCOUNTABILITY

PLEASE MAKE SURE YOU FILL OUT A STUDENT ACCOUNTABILITY FORM (ASSIGNED COMPUTERS) FOR YOUR CLASS EACH TIME THE CART IS USED. PLEASE KEEP THIS ON FILE IN YOUR CLASSROOM.

BAR-CODES ARE LOCATED ON THE BACK OF THE COMPUTERS. EACH COMPUTER ALSO HAS A WORKSTATION NUMBER.

FACULTY/STAFF ARE RESPONSIBLE FOR THE MOBILE CART THAT THEY HAVE RESERVED FOR THEIR CLASSES. THEREFORE, DO NOT ALLOW ANY OTHER FACULTY/STAFF TO USE THE MOBILE CART WHILE IT IS RESERVED UNDER YOUR NAME. NO SUBSTITUTES MAY USE THE MOBILE CARTS.



FACULTY/STAFF: COUNTING/INSPECTING FOR DAMAGES

COUNT COMPUTERS AND INSPECT FOR DAMAGES EACH DAY.

PLEASE REPORT ANY DAMAGES TO THE LIBRARY MEDIA SPECIALIST, THE SCHOOL'S IT TECHNICIAN, AND THE ADMINISTRATION VIA EMAIL. PLEASE INCLUDE WORKSTATION NUMBER AND THE STUDENT'S NAME.

AN IT SUPPORT HELP REQUEST SHOULD BE SUBMITTED TO THE INFORMATION TECHNOLOGY DEPARTMENT (IT) FOR ANY COMPUTER ISSUES (SEE SUBMITTING A TECHNOLOGY REPAIR REQUEST IN THE APPENDIX SECTION OF THIS HANDBOOK).



RETURNING YOUR CART

SINCE WE NEED TO SECURE THE CARTS OVERNIGHT, RETURN THEM TO THE LIBRARY MEDIA CENTER BY 3:45 PM DAILY. THE COMPUTERS IN THE MOBILE CARTS CHARGE OVERNIGHT. THEREFORE, PLEASE MAKE SURE ALL ARE CONNECTED TO A POWER SOURCE WHEN YOU RETURN THEM.

HAVE STUDENTS SHUT DOWN THE COMPUTERS BEFORE RETURNING THEM TO YOU.

WHEN RETURNING THE COMPUTERS TO THE CART, PLEASE MAKE SURE THEY ARE IN ORDER BY WORKSTATION NUMBERS. PLEASE MAKE SURE THEY ARE CONNECTED TO THEIR CHARGING CORD.

STUDENTS ARE NOT ALLOWED TO HANDLE/TRANSFER MOBILE CARTS. THEY ARE NOT ALLOWED TO LOAD OR UNLOAD THE CARTS. THEY ARE NOT ALLOWED TO PICK UP OR RETURN MOBILE CARTS.

INSTRUCTING STUDENTS ON HOW TO CARE FOR THE MOBILE CART COMPUTERS:

PLEASE HELP TO KEEP COMPUTERS IN GOOD WORKING CONDITION BY FOLLOWING THESE PRECAUTIONS:

- WHEN YOU CARRY A COMPUTER, MAKE SURE IT IS CLOSED COMPLETELY AND THAT THERE ARE NO OBJECTS BETWEEN THE SCREEN AND KEYBOARD (SUCH AS A PEN OR PENCIL).
- NEVER CARRY THESE DEVICES BY HOLDING ON TO THE SCREEN.
- DO NOT PLACE ANYTHING HEAVY ON YOUR DEVICE.
- DO NOT SCRATCH, TWIST OR HIT THE SURFACE OF THE LCD SCREEN.
- TO CLEAN, GENTLY WIPE THE LCD WITH A DRY, LINT-FREE SOFT CLOTH.
- NEVER SPRAY OR POUR ANY LIQUID DIRECTLY ON THE KEYBOARD OR LCD PANEL.

REVIEWING WILLIS FOREMAN'S COMPUTER POLICY WITH YOUR STUDENTS:

- COMPUTERS ARE TO BE USED FOR ACADEMIC PURPOSES ONLY! IF STUDENTS ARE USING ANY TYPE OF SCHOOL COMPUTER, THEY MUST HAVE A SIGNED INTERNET USAGE POLICY ON FILE.
- RESPECT & TAKE CARE OF ALL EQUIPMENT!
- DO NOT PERSONALIZE COMPUTERS. DO NOT DOWNLOAD MUSIC AND/OR PROGRAMS. DO NOT CHANGE THE DESKTOP BACKGROUND OR ADD/CHANGE/MOVE DESKTOP ITEMS.
- IF THERE IS A PROBLEM WITH THE COMPUTER YOU ARE USING, TELL YOUR TEACHER IMMEDIATELY. THE KEY WORD IS **IMMEDIATELY!**
- EXIT ALL COMPUTER PROGRAMS BEFORE CHANGING CLASSES.
- SHUT DOWN YOUR COMPUTER BEFORE RETURNING IT TO YOUR TEACHER.
- PLEASE! NO FOOD, GUM, CANDY, OR DRINKS ANYWHERE NEAR THE MOBILE CART COMPUTERS OR IN OUR COMPUTER LABS.
- REMEMBER! NON-ACADEMIC COMPUTER GAMES, WEBSITES, AND MUSIC ARE PROHIBITED. ONLINE SHOPPING IS ALSO PROHIBITED.

COMPUTER LABS INFORMATION, POLICIES, & PROCEDURES



SIGN UP

YOU MUST SIGN UP TO RESERVE A DATE/TIME FOR YOUR CLASS TO USE THE LAB. GRADE LEVELS WILL BE EXPECTED TO COME UP WITH THEIR OWN LAB SCHEDULE AND PLACE ON THE LAB DOOR.



FACULTY/STAFF & STUDENT ACCOUNTABILITY

PLEASE MAKE SURE YOU FILL OUT A STUDENT ACCOUNTABILITY FORM (ASSIGNED COMPUTERS). PLEASE KEEP THIS ON FILE IN YOUR CLASSROOM.

NEVER LEAVE STUDENTS UNSUPERVISED IN THE COMPUTER LAB.

THE LAST TEACHER USING THE COMPUTER LAB FOR THE DAY SHOULD SHUT DOWN ALL COMPUTERS, EXCEPT ON THURSDAYS. WE WILL LEAVE THE COMPUTERS ON EACH THURSDAY, SO THAT UPDATES CAN TAKE PLACE OVERNIGHT.

THE LAST TEACHER USING THE LAB FOR THE DAY SHOULD NOTIFY THE FRONT OFFICE THAT THE LAB DOOR NEEDS TO BE LOCKED.



FACULTY/STAFF: INSPECTING FOR DAMAGES

INSPECT FOR DAMAGES EACH DAY.

CHECK FOR DAMAGES TO THE CPU, MONITORS, KEYBOARDS, ETC.

PLEASE REPORT ANY DAMAGES TO THE LIBRARY MEDIA SPECIALIST, THE SCHOOL'S IT TECHNICIAN, AND THE ADMINISTRATION VIA EMAIL. PLEASE INCLUDE WORKSTATION NUMBER AND THE STUDENT'S NAME.

AN IT SUPPORT HELP REQUEST SHOULD BE SUBMITTED TO THE INFORMATION TECHNOLOGY DEPARTMENT (IT) FOR ANY COMPUTER ISSUES (SEE SUBMITTING AN IT SUPPORT HELP REQUEST IN THE APPENDIX SECTION OF THIS HANDBOOK).



REVIEWING COMPUTER POLICY WITH YOUR STUDENTS

- COMPUTERS ARE TO BE USED FOR ACADEMIC PURPOSES ONLY! IF STUDENTS ARE USING ANY TYPE OF SCHOOL COMPUTER, THEY MUST HAVE A SIGNED INTERNET USAGE POLICY ON FILE.
- RESPECT & TAKE CARE OF ALL EQUIPMENT!
- DO NOT PERSONALIZE COMPUTERS. DO NOT DOWNLOAD MUSIC AND/OR PROGRAMS. DO NOT CHANGE THE DESKTOP BACKGROUND OR ADD/CHANGE/MOVE DESKTOP ITEMS.
- IF THERE IS A PROBLEM WITH THE COMPUTER YOU ARE USING, TELL YOUR TEACHER IMMEDIATELY. THE KEY WORD IS **IMMEDIATELY!**
- EXIT ALL COMPUTER PROGRAMS BEFORE LEAVING THE LAB.
- SHUT DOWN YOUR COMPUTER BEFORE RETURNING IT TO YOUR TEACHER.
- PLEASE! NO FOOD, GUM, CANDY, OR DRINKS ANYWHERE IN OUR COMPUTER LABS.
- REMEMBER! NON-ACADEMIC COMPUTER GAMES, WEBSITES, AND MUSIC ARE PROHIBITED. ONLINE SHOPPING IS ALSO PROHIBITED.

The Library Squad: A Student Volunteer Program

The Library Squad is a very important part of the Willis Foreman Library Media Center. "The Squad" is the student body's contribution to the behind-the-scenes work that makes the library run smoothly. The Library Squad is made up of responsible, self-directed 4th and 5th grade students who volunteer to assist in a variety of tasks in the Library Media Center. Squad members receive special training to assure that they are familiar with the organization of the library. Being a Squad member means you're doing important work to help the entire school community!

Library Squad responsibilities include:

- Sort books into fiction & nonfiction
- Place sorted books on cart in correct ABC or Dewey order
- Shelving books, videos and audiobooks in their correct location
- Keep shelves looking neat and orderly
- Behaving in a professional manner (quiet, focused and helpful to other volunteers, students and adults)
- Arriving and returning to class on time
- Unpacking and delivering materials
- Signing in and out

myON Reading Program

- Celebrating our love of reading using myON. Copy/paste the link below to let the adventure begin.
www.myon.com
- Use a school computer, home computer, tablet or smartphone to access the Book of the Day. Students can read the Book of the Day in the classroom, in the library media center or at home. Copy/paste the link below to access the Book of the Day.
<https://about.myon.com/book-of-the-day>
- If students would like to read something other than the Book of the Day, they can copy/paste the link below to access more reading choices. <https://prodev.myon.com/sites/default/files/reading-campaign-files/2017-18-myON-Adventure-Guide-Booklists.pdf>

Read 20 Minutes At Home Each Day

Willis Foreman Elementary School's Library Media Center encourages parents to read at home with their children for 20 minutes a day (minimum).

If a student reads a total of 560 minutes (at home) each month, he or she will be rewarded. Please see the Appendix section of this handbook for more information.

Why Can't I Skip My 20 Minutes of Reading Tonight?

Student "A"
reads **20 minutes**
each day

3600 minutes in
a school year

1,800,000 words



Student "B"
reads **5 minutes**
each day

900 minutes in
a school year

282,000 words



Student "C"
reads **1 minute**
each day

180 minutes in
a school year

8,000 words



APPENDIX



Submitting a Technology Repair Request





First Time Users	Accessing The Form	Login and Submittal Password	Tips From The IT Department
<p>➤ Remember, if you have not registered to submit a ticket with School Dude, you must do that first.</p> <p>NOTE: Remember that your complete email address includes the “boe.” Example – newva@boe.richmond.k12.ga.us</p>	<p>There are two ways to access the Technology Request Online Form.</p> <ul style="list-style-type: none"> ➤ Scan the QR code below. ➤ Or, go to the RCSS website. ➤ Click on Staff & Departments ➤ Click on Information Technology ➤ Click on School Dude – IT Support Help Request 	<p>➤ When logging in to submit a tech request, you are asked to enter two things:</p> <p>EMAIL: Enter your complete email address (Example – newva@boe.richmond.k12.ga.us)</p> <p>PASSWORD: Enter your email password</p> <ul style="list-style-type: none"> ➤ After completing your form, they ask for a submittal password. It is rcss. 	<ul style="list-style-type: none"> ➤ Complete the entire form before submitting. ➤ Before submitting a request, please restart computer. Recheck for issues.



QR Scan

INTERNET USAGE AND PHOTO/VIDEO RELEASE

	SCHOOL	TEACHER	GRADE
	Willis Foreman Elementary 		

INTERNET USAGE

The Richmond County School System believes in using technology in conjunction with teaching activities. The use of technology is a privilege – not a right. The failure of any user to follow procedures will result in the loss of privileges or other appropriate disciplinary actions.

- Students will be responsible and will follow all rules set forth in the Acceptable Use Policy.
- Students will not damage hardware or download unauthorized software.
- Students will not disable or attempt to bypass filtering or monitoring software.
- Students will use technology for instructional purposes only.
- Students will be responsible for saving and maintaining the privacy of their own account or work.
- Students who intentionally damage or take technology equipment must pay full repair or replacement cost.

I agree to follow the Internet Acceptable Use Policy. I agree to use technology in a responsible way to further my education.

Student's Name (Print): _____ **Date:** ___/___/___
Student's Signature: _____

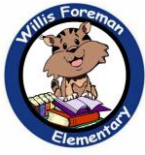
I have read and understand the Internet Acceptable Use Policy and this contract. I give my consent for my child to use technology in the Richmond County School System.

Parent's/Legal Guardian's Name (Print): _____ **Date:** ___/___/___
Parent's/Legal Guardian's Signature: _____

PHOTO AND VIDEO RELEASE FORM FOR INTERNAL AND EXTERNAL USE

I do hereby grant the Richmond County School System the unlimited right to use and/or produce photographs, videos, movies, recordings, likenesses and/or the voice of any student in any legal manner and for the internal and external promotional and informational activities of Richmond County Schools. I also agree to allow my child's work and/or photograph to be published on the Richmond County School System Internet website, RCBOE publications and on television, radio and media outlets. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated materials.

Parent's/Legal Guardian's Name (Print): _____	
Parent's/Legal Guardian's Signature: _____	Date: _____
Address: _____	
Phone Number: _____	
Student's Name (Print): _____	
Student's Signature: _____	Date: _____



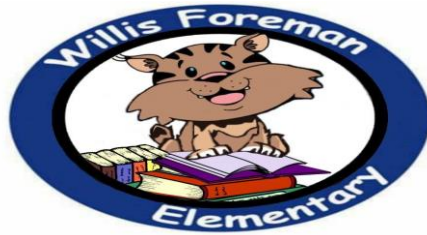
**WILLIS FOREMAN LIBRARY MEDIA CENTER COLLABORATION
PLANNING ORGANIZER**

Library Media Specialist: Valerie New	Number of Students:
Teacher:	Lesson Date(s):
Today's Date:	Grade:
Unit:	Core Subject(s)
Total days of Instruction:	Due date for project:

Assignment Overview/Objective(s):
Content Standard(s):

Activities
What will the student do?

Resources for Instructional Plan		
Resource:	Location:	Responsibility (LMS, Teacher, Student)
1.		
2.		
3.		
4.		
5.		



INSTRUCTIONAL VIDEO REQUEST

Video Policy

Videos deemed educational and purchased by the school are to be made a part of the media center collection and may be used at the teacher's discretion. It is recommended that the school follow a policy of prudent viewing:

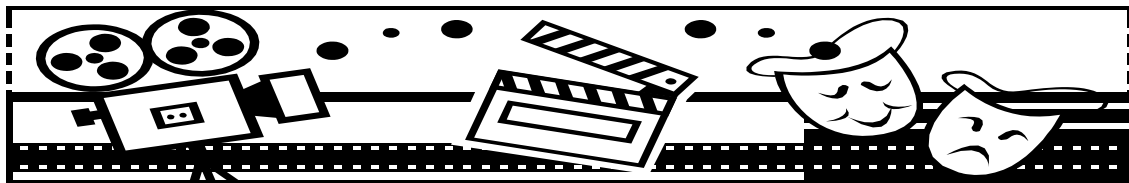
1. An instructional reason for the program should be stated in the lesson plans.
2. The program should be scheduled at least one week in advance.
3. There should be a follow-up lesson after the viewing to reinforce the content of the video.
4. The movie rating must be appropriate to the grade level where the movie is being shown. For any movie with a PG-13, approval of the principal and a parental permission note must be sent home. Students must not be penalized for not being able to watch a movie in which they did not receive parental permission to watch. No R rating movies are to be shown to WFES students.

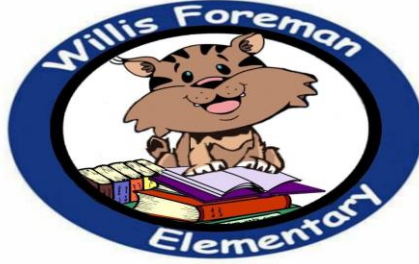
Videos that are used for instructional purposes and brought from home by a teacher or student must be previewed by at least two members of the Building Media and Technology Committee and approved prior to viewing. (See Appendix, Request to Show Non-school Media) It is recommended that a two (2) week period be allowed for the preview process.

Under no circumstances shall a video be allowed to be shown in a school for entertainment purposes. This is in violation of Board Policy and copyright laws.

TEACHER'S NAME _____
 DATE OF REQUEST ____/____/____
 TITLE OF INSTRUCTIONAL VIDEO _____
 SOURCE OF VIDEO _____
 RELATIONSHIP TO THE CURRICULUM (INCLUDE STANDARDS) _____

_____ APPROVED	_____ NOT APPROVED
COMMITTEE MEMBER _____	DATE ____/____/____
COMMITTEE MEMBER _____	DATE ____/____/____
MEDIA SPECIALIST _____	DATE ____/____/____
PRINCIPAL _____	DATE ____/____/____





Willis Foreman Elementary School Form for Reconsideration of Media

Media consists of all types of print and non-print materials.

Type of media _____

Name of item _____

Publisher and/or Author _____

Complainant's Name _____

Address _____

Street City State Zip

Telephone (Home) _____ (Work) _____

Complainant represents

_____ Him/herself

_____ Organization (Name) _____

_____ Other Group (Identify) _____

1. Did you read, view or listen to the complete item: Yes _____ No _____

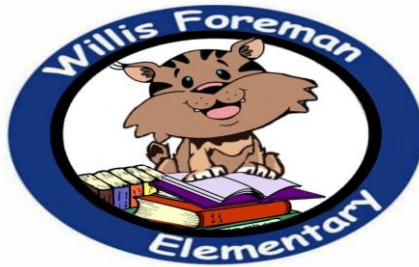
2. How was the item acquired (Assignment, free selection, from a friend, etc.) _____

3. Is the item part of a series? Yes _____ No _____ If yes, did you read, view or listen to the set or series? Yes _____ No _____

4. What is objectionable regarding the item and why? (Be specific)

5. Were there good sections included in the item? Yes _____ No _____ If yes, please list them: _____

6. What do you feel might be the result of using this material?



Willis Foreman Elementary School Form for Reconsideration of Media – Page 2

7. What do you believe is the theme of the material?

8. Did you locate reviews of this item Yes _____ No _____ If yes, please cite them: _____ If no why not?

9. Did the review(s) substantiate your feelings? Yes _____ No _____

10. Is there any educational merit to the item? Yes _____ No _____ If yes, what do you feel would be the approximate grade level(s) _____

11. How do you see the item being utilized in an educational program?

12. List the person(s) with whom you have discussed this item.

Name _____ Title/Occupation _____

Address _____

Street _____ City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

13. What were their reactions and/or opinions? _____

14. What do you suggest be done with the item in question? _____

15. What do you suggest be provided to replace the item in question? _____

Name of Complainant (Please Print) _____

Signature of Complainant _____ Date ____/____/____



RCSS Mobile Device and Technology Checkout Agreement

The Richmond County School System's mission is to educate students to become lifelong learners and productive citizens. In our world today, technology is an integral part of both work and home environments. Because the Richmond County School System wants students to have opportunities to learn using technology, we are evaluating a one-to-one environment with mobile devices, as well as permitting teachers, and students to use technology for instructional purposes only.

Definition of Technology equipment – Technology covers hand-held and other mobile equipment such as tablets, netbooks, notebooks, laptops or other systems that can be used for word processing, internet access, recording audio or video, and that may serve other purposes as deemed appropriate for a subject area by the RCSS School System. It also includes peripherals such as batteries and charging cables.

Responsibility – School-supplied Technology devices may be checked out to RCSS Board employees. RCSS Board employees are responsible for the safe-keeping, storage, updating, charging and usage of school-supplied devices, as well as personal technology. RCSS Board employees shall log in with his or her own account and shall never share his/her password with other RCSS Board personnel. The Richmond County School System is not liable for theft, loss, or intentional damage. All school-supplied devices have accidental warranty coverage. RCSS Board employees must report any damage, theft, or loss immediately to the RCSS Information Technology Department.

Internet Access – All users must follow the Richmond County Internet Acceptable Use Policy both at school and at home when using a school-supplied technology device.

Conditions – Signatory below; Must agree to the following:

- **Use of this technology equipment is governed by and subject to the rules and conditions contained in RCSS Board Policy - Richmond County Internet Acceptable Use Policy.**
- **All policies and procedures listed in RCSS Employee Handbook must be observed.**
- **All users shall not make any permanent personally identifying marks on the technology equipment.**

- In the event of damage, loss or theft of the electronic equipment, I shall immediately notify my Principal or designee.
- There will be no attempt to bypass the RCSS network filter or network security.
 - The technology equipment or technology device(s) shall be transported and stored carefully so it is not susceptible to damage, including excessive temperatures.
- Any data corruption or configuration errors caused by installation of unauthorized or illegal software may result in a loss of all data on the technology equipment and/or system due to the need for a complete reimage.
- The school system has the right to collect and examine any device that is suspected of causing problems on the network.
- If the technology equipment is lost or stolen due to my intentional act, neglect or abuse of the technology equipment, or because of my failure to follow board policies, rules or guidelines, including this agreement, I shall be responsible for reimbursing the Richmond County School System for the replacement cost of the electronic equipment.

I agree to the above terms and conditions and agree to fully cooperate with property loss incident investigations. My signature represents that I have personally received a copy of the Richmond County Acceptable Use Policy. I have read and understand the Richmond County Acceptable Use Policy and the RCSS Mobile Device and Technology Checkout Agreement. I will abide by this agreement and understand that the privilege of using school-supplied technology equipment will be revoked and disciplinary actions may occur if I violate this agreement.

Borrower's Name (Please Print): _____

Borrower Signature: _____ Date: ____/____/____

School/Department: _____

Replacement Value: _____

Funding Source: _____

Number of Device/s: _____ Asset ID: _____

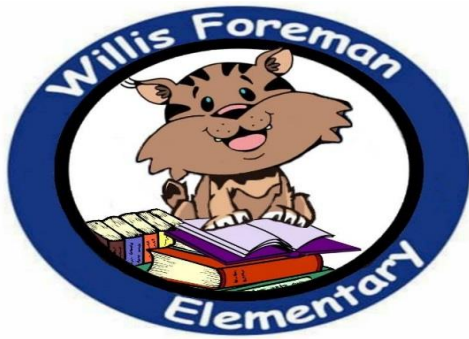
SN _____ Model _____

School/Department Authorized Name (Please Print): _____

School/Department Authorized Signature: _____

Date: ____/____/____

Please sign, scan and email this form to itinven@boe.richmond.k12.ga.us Please contact the Department of Information Technology if you have any questions at 706.826.1103.



LIBRARY MEDIA CENTER RULES

- L** LEAVE ALL FOOD, DRINKS, GUM, ETC. OUT OF THE LIBRARY MEDIA CENTER.
- I** INSPECT YOUR WORK AREA BEFORE YOU LEAVE. RETURN BOOKS, SUPPLIES, CHAIRS, ETC. TO THEIR PROPER PLACES.
- B** BRING A PASS FROM YOUR TEACHER.
- R** READ OR DO RESEARCH! DO NOT TALK, UNLESS GIVEN PERMISSION.
- A** ALWAYS WALK, NEVER RUN.
- R** RAISE YOUR HAND IF YOU NEED HELP.
- Y** YOUR RESPECT FOR OTHERS IS ALWAYS EXPECTED.



COMPUTER RULES

C COME IN AND SIT AT YOUR ASSIGNED COMPUTER.

O ONLY VISIT APPROVED INTERNET SITES AND ONLY WHEN YOU HAVE PERMISSION TO DO SO.

M MAKE SURE YOU LEAVE YOUR WORK AREA NEAT AND ORGANIZED.

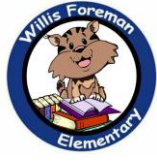
P PRINT ONLY IF YOU HAVE PERMISSION.

U USE ONLY YOUR ASSIGNED COMPUTER.

T TREAT YOUR LIBRARY MEDIA SPECIALIST, YOUR CLASSMATES, AND ALL EQUIPMENT WITH RESPECT.

E EATING AND DRINKING IS NOT ALLOWED.

R REMEMBER TO NEVER DISCONNECT ANY COMPUTER CORDS. DO NOT CHANGE ANY SETTINGS. DO NOT PERSONALIZE THE COMPUTER WITH ICONS, PICTURES, GAMES, ETC.



From The Library Media Center:
myON

Valerie New, Library Media Specialist



TEACHER LOGIN	STUDENT LOGIN
SEE THE LIBRARY MEDIA SPECIALIST FOR TEACHER LOGIN	*USERNAME = first initial, last name, last 6 of student ID *PASSWORD = first initial, last initial, last 6 of student ID

myON

THE RICHMOND COUNTY SCHOOL SYSTEM HAS PURCHASED myON TO BE USED AS THE SYSTEM'S READING PROGRAM FOR ELEMENTARY STUDENTS. myON IS TO BE USED TO INCREASE READING INTEREST AND LEXILE SCORES.

WHEN STUDENTS FIRST LOGIN

- ✓ REQUIRED TO TAKE AN INTEREST INVENTORY (PERSONALIZED LEARNING)
- ✓ RECOMMENDED THAT 1ST AND 2ND GRADES WORK ON THEIR INTEREST INVENTORY AND LEXILE PLACEMENT TEST AS A WHOLE GROUP IN THE COMPUTER LAB. SMALL GROUPS APPROPRIATE FOR K, 3RD, 4TH, AND FIFTH GRADES.
- ✓ TAKE A 35 QUESTION LEXILE PLACEMENT TEST (PERSONALIZED LEARNING)

UNLIMITED ACCESS TO OVER 5,500 BOOKS

- ✓ STUDENTS CAN ACCESS myON ON ANY DEVICE THAT CAN ACCESS THE INTERNET. TEST TAKING IS LIMITED TO SCHOOL DAY HOURS.
- ✓ MyON APP – STUDENTS CAN LOAD UP TO 20 BOOKS AT A TIME. THE APP IS FOR READING ONLY, SO OTHER myON FEATURES CANNOT BE ACCESSED.

BENCHMARK TESTING

- ✓ STUDENTS WILL TAKE A BENCHMARK TEST FOR EVERY 5 BOOKS READ OR 3 HOURS OF READING WITHIN A TWO WEEK PERIOD.
- ✓ BENCHMARK TESTS ARE GIVEN AT THE STUDENT'S LEXILE LEVEL.

NAVIGATIONAL DASHBOARD


<p><u>CLASSROOM</u></p> <p><u>STUDENTS</u></p> <ul style="list-style-type: none"> ✓ CLASS ROSTER (UPLOADED VIA INFINITE CAMPUTS) ✓ ASSIGN STUDENTS TO A GROUP ✓ SEE STUDENT BOOK REVIEWS (TEACHER MUST APPROVE REVIEWS BEFORE THEY ARE PUBLISHED) ✓ BOOK ICON: WILL SHOW LIST OF BOOKS READ BY STUDENT ✓ GROUP ICON: WILL SHOW ANY GROUPS YOU HAVE PLACED A STUDENT IN ✓ ASSESSMENT ICON: WILL SHOW TESTS THAT STUDENT HAS TAKEN ✓ BOOK QUIZ ICON: WILL SHOW QUIZZES THAT A STUDENT HAS TAKEN ✓ PENCIL ICON: WILL SHOW STUDENT ACCOUNT INFO
<p><u>ADDING A GROUP</u></p> <ul style="list-style-type: none"> ✓ ADD & USE GROUPS TO SUBDIVIDE YOUR ROSTER FOR DIFFERENTIATED INSTRUCTION, REPORTING, AND ASSIGNMENTS. ✓ HOW DO I CREATE A GROUP? -CLICK ON CLASSROOM, -CLICK ON STUDENTS, -CLICK ON ADD GROUP, -NAME YOUR GROUP, -CLICK ON ASSIGN -ENTER STUDENT'S NAME, -CHECK BOX NEXT TO STUDENT'S NAME, -CLICK ASSIGN (NOTE: TO SEE EACH GROUP THAT YOU'VE CREATED, CLICK ON THE EYE
<p><u>PROJECTS</u></p> <ul style="list-style-type: none"> ✓ CREATE PROJECTS FOR YOUR STUDENTS HERE ✓ ACCESS PROJECTS CREATED BY OTHERS IN RCSS BY CLICKING ON THE CLOUD ICON ✓ HOW DO I CREATE A NEW PROJECT? -CLICK ON CREATE A NEW PROJECT, -ENTER A TITLE FOR YOUR PROJECT, - ENTER A DESCRIPTION OF YOUR

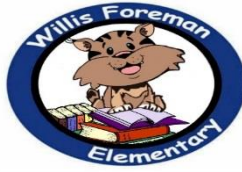
<p>PROJECT</p> <ul style="list-style-type: none"> ✓ YOU CAN ADD DUE DATES ✓ YOU CAN INDICATE RECOMMENDED GRADE LEVELS ✓ WHAT TYPES OF TASKS CAN I ADD? <ul style="list-style-type: none"> -READING TASK: ADD ONE OR MULTIPLE BOOKS -WRITING TASK -GRAPHIC ORGANIZER TASK ✓ HOW DO I ACCESS PROJECTS THAT OTHERS IN THE RCSS HAVE CREATED? <ul style="list-style-type: none"> -CLICK ON THE CLOUD ICON, -CLICK ON THE SEARCH FILTER ICON, -SEARCH FOR THE PROJECT TOPIC, -WHEN YOU FIND A PROJECT YOU WANT TO VIEW, CLICK ON THE EYE
<p><u>REPORTS</u></p> <ul style="list-style-type: none"> ✓ WHAT TYPES OF REPORTS CAN I ACCESS? <ul style="list-style-type: none"> -LEXILE SCORES, - BOOKS FINISHED, -TIME SPENT READING, -QUIZZES
<p><u>CONTESTS</u></p> <ul style="list-style-type: none"> ✓ HOW DO I CREATE CONTESTS FOR MY STUDENTS? <ul style="list-style-type: none"> -CLICK ON CREATE A CONTEST, -COMPLETE THE INFORMATION AND SAVE YOUR CONTEST

<p>TEACHER</p>
<p><u>USER INFO</u></p> <ul style="list-style-type: none"> ✓ YOUR ACCOUNT INFORMATION IS LOCATED HERE (NAME, CONTACT INFO, LOGIN INFO (NOTE: NEVER CHANGE LOGIN INFO) ✓ SELECT A GRADE LEVEL TO USE ✓ SELECT A LEXILE LEVEL ✓ REMEMBER TO CLICK SAVE AFTER ANY CHANGES
<p><u>AVATAR</u></p> <ul style="list-style-type: none"> ✓ YOU CAN CHANGE THE PICTURE BESIDE YOUR NAME BY CLICKING HERE

<p>LIBRARY</p>
<p><u>RECOMMENDED</u></p> <ul style="list-style-type: none"> ✓ BOOKS RECOMMENDED BY myON. ON YOUR TEACHER PAGE, THESE BOOKS ARE BASED ON THE INFORMATION YOU ENTERED ON THE EXPERIENCE SETTINGS UNDER YOUR TEACHER SECTION. STUDENTS WILL SEE THE RECOMMENDATIONS FROM myON BASED ON THEIR INTEREST INVENTORY AND LEXILE PLACEMENT TEST.
<p><u>BROWSE</u></p> <ul style="list-style-type: none"> ✓ BROWSE BOOKS ACCORDING TO TOPICS, GENRES, SUBJECTS, INTERESTS, ETC. ✓ USE THE SEARCH FILTER TO NARROW DOWN TO FICTION, NON-FICTION, AND GRAPHIC NOVELS
<p><u>MY LIST</u></p> <ul style="list-style-type: none"> ✓ CREATE A LIST OF FAVORITE BOOKS
<p><u>SEARCH</u></p> <ul style="list-style-type: none"> ✓ SEARCH BY TITLE OR SUBJECT

READING A BOOK	
<u>CLICK ON A BOOK TO READ</u>	
✓	YOU WILL SEE A "SNAPSHOT" OF THE BOOK THAT INCLUDES INFO ABOUT THAT BOOK (REVIEWS, LEXILE, RECOMMENDED GRADE LEVEL)
<u>TOOLS</u>	
✓	STUDENTS CAN USE A JOURNAL, BRUSH, HIGHLIGHTER, OR STICKY NOTES WHILE READING
✓	SINCE THIS IS EACH INDIVIDUAL'S "COPY" OF THE BOOK, THEY CAN USE AND KEEP ANY NOTES THEY TAKE
<u>OTHER FEATURES</u>	
✓	READ ALOUD: THE BOOK IS READ TO THE STUDENT
✓	MUTE: NO SOUNDS ARE HEARD, INCLUDING THE BOOK BEING READ TO THE STUDENT
✓	WORK HIGHLIGHTER: HIGHLIGHTS INDIVIDUAL WORDS AS THEY ARE READ ALOUD
✓	SENTENCE HIGHLIGHTER: THE ENTIRE SENTENCE THAT IS BEING READ ALOUD IS HIGHLIGHTED

	myON SUPPORT AND EDUCATOR RESOURCES
https://www.myon.com	
USERNAME = richmondcosd PASSWORD = myON	
<u>EDUCATOR RESOURCES</u>	
✓	LOGIN TO YOUR ACCOUNT
✓	CLICK ON THE 3 HORIZONTAL LINES NEAR THE BOTTOM, RIGHT CORNER OF YOUR SCREEN
✓	CLICK ON EDUCATOR RESOURCES
<u>BOOK OF THE DAY (GREAT AS A SCHOOL WIDE READING INITIATIVE)</u>	
✓	LOGIN TO YOUR ACCOUNT
✓	CLICK ON THE 3 HORIZONTAL LINES NEAR THE BOTTOM, RIGHT CORNER OF YOUR SCREEN
✓	CLICK ON EDUCATOR RESOURCES
✓	CLICK ON myON IN THE LIBRARY
✓	CLICK ON BOOK OF THE DAY
✓	CLICK ON VIEW BOOK OF THE DAY CALENDAR (LINK IS LOCATED RIGHT ABOVE THE INTERESTED IN PROFESSIONAL DEVELOPMENT? SECTION)
<u>BOOKLISTS BY MONTH (GREAT FOR AT HOME READING PRACTICE)</u>	
✓	LOGIN TO YOUR ACCOUNT
✓	CLICK ON THE 3 HORIZONTAL LINES NEAR THE BOTTOM, RIGHT CORNER OF YOUR SCREEN
✓	CLICK ON EDUCATOR RESOURCES
✓	CLICK ON myON IN SCHOOL
✓	CLICK ON READING CAMPAIGN
✓	CLICK ON LEARN MORE
✓	CLICK ON BOOKLISTS



READ 20 MINUTES AT HOME EACH DAY: A READING INCENTIVE PROGRAM USING A MAKERSPACE REWARD

Dear Students, Parents, and Teachers,

According to The Children's Reading Foundation of the Mid-Columbia, reading with your child everyday stimulates and strengthens your child's language and literacy skills. Fostering your child's cognitive development is just as important as nurturing his or her emotional and physical development. Cognitive development includes language skills, information processing, reasoning, intelligence, and memory. The best way an adult can help a child's cognitive development is to read with them every day.

Neuroscience research shows that paper-based content is better connected to memory in our brains (Bangor University). So, while electronics are becoming more and more prevalent in our day-to-day life, keep printed books the main form of reading in your home. When reading an e-book, the moment that book becomes interactive, the part of the brain engaged in the activity changes and it no longer is an activity that builds literacy skills. Therefore, electronics should be an enhancement and not a replacement.

Willis Foreman Elementary School's Library Media Center is implementing a new reading incentive program that encourages parents to read at home with their children for 20 minutes a day. At school, the Willis Foreman Faculty & Staff will also be encouraging your child to read during our silent reading time, which is observed at 2:45 pm each day.


If a student reads a total of 560 minutes (at home) each month, he or she will be rewarded with a time set aside for them to work at the MakerSpace table in our library media center. A library MakerSpace provides a hands-on, creative way to encourage students to design, experiment, build and invent as they deeply engage in science, engineering and tinkering. Simply put, a library makerspace is a place where young people have an opportunity to explore their own interests, learning to use tools and materials to develop creative projects.

In order for a student to be eligible to earn MakerSpace reward time, the student must read a minimum of 560 minutes (at home) each month. This can be done independently or with a parent. They must also keep a record of their reading accomplishments on the **"Read 20 Minutes At Home Each Day" Reading Log**. This log must be completely filled out and submitted to the homeroom teacher by the date requested each month. By working together, at school and at home, the students at Willis Foreman Elementary School will develop a life-long love of reading that will play a significant role in academic success and beyond.

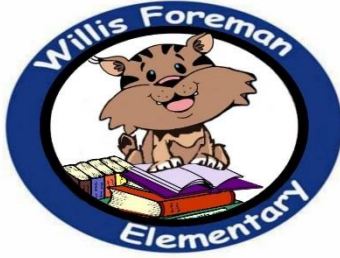
Respectfully,
Valerie New, M.Ed., Library Media Specialist

WILLIS FOREMAN'S "READ 20 MINUTES AT HOME EACH DAY" READING LOG

STUDENT'S FIRST NAME	STUDENT'S LAST NAME	TEACHER	GRADE	MONTH	MAKERSPACE DATE	MAKERSPACE TIME

Nagy and Herman – Importance Of Reading 20 Minutes Per Day			
STUDENT "A"	STUDENT "B"	STUDENT "C"	
Reads 20 minutes per day	Reads 5 minutes per day	Reads 1 minute per day	
3600 minutes per school year	900 minutes per school year	180 minutes per school year	
1,800,00 words	282,000 words	8,000 words	
10 whole school days of reading	2 whole school days of reading		
By the end of 6 th grade – 60 whole school days of reading	By the end of the 6 th grade – 12 whole school days of reading		
90 th percentile	50 th percentile	10 th percentile	

		TO BE COMPLETED BY STUDENT DURING SILENT READING TIME AT SCHOOL			TO BE COMPLETED BY PARENT DURING AT HOME READING TIME		
DAY	DATE	TITLE OF BOOK	MINUTES READ	STUDENT INITIALS	TITLE OF BOOK	MINUTES READ	PARENT INITIALS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
		Total Minutes Read For Month/Student Initials			Total Minutes Read For Month/Parent Initials		



FROM THE LIBRARY MEDIA CENTER: Schoolwires Teacher Class Pages

- Your Sign In will be your RCSS Email Username and Password.
- Your Email address will now be your username@boe.richmond.k12.ga.us. You will no longer use your username@rcboe.org.
- You are the Site Manager of your Teacher Class Page (TCP). When updating your TCP, after signing in, you will click on **Site Manager**, which is located at the top, right of your screen. This is where all of the work will be done when you maintain your TCP.
- Anytime you wish to preview the most recent saved version of your TCP content, click on **View Website** at the top, left of your screen. When done previewing, click the white X.
- Each page is made up of Apps (light gray rectangles). Most TCP are set up with 3 Apps: Assignments, Contact, Announcements.
- Click on **Contact**.
- You can upload a photo of yourself or a picture from the clipart gallery. Click on the **Insert Image** icon. If you choose to upload an image of yourself, click on **Upload Image**. Click on **Browse** next to the blank box to find the location of the picture you want to use. Click the radio button next to **Thumbnail Size**. If you choose to upload clipart, click on **Clipart**. Click the **Insert Image** icon. Under Clipart Search, click the down arrow to choose a clipart theme. You can enter a more specific search in the blank box. Click Search. Click Continue. In the **Alternate Text** blank box, type in a name of your image. Set your width to 150 px width. Click **Insert Image**. Remember, any image that you upload, be it a picture or clipart, needs to be 150 px width.
- Delete **Name** and type in your own name.
- Delete **xxxxx** and insert your username before boe.richmond.k12.ga.us (Example: newva@boe.richmond.k12.ga.us)
- Type your **grade(s)** and **subject(s)**.
- Click **Save**.
- Click on **Welcome Page**, which will take you back to your Apps.

- Click on **Announcements**.
- Click on **New Announcement**.
- Type in an **Announcement Title**.
- In the **Announcement** section, click on the **Insert Image** icon if you want to add an image. Follow the same directions for inserting images as explained above.
- Type your announcement (Example: Welcome announcement).
- Make sure **Activate on my page** is checked.
- Click **Save**.
- More announcements can be added by clicking **New Announcement**.
- Reminder: Anytime you wish to preview the most recent saved version of your TCP content, click on **View Website** at the top, left of your screen. When done previewing, click the white X.
- Click on **New Page** to add items such as class schedules, resource lists, syllabuses, etc.
- In the **Page Name** box, type a name for your document (Example - Class Schedule)
- Click on **Document Viewer Page**
- Click **Save and Continue**
- Click on **Document Viewer App**
- Click **Select File**
- Click **Upload File**
- Click **Browse**
- Find the location of your document
- Double click on your document
- Click **Insert File**
- Click **Save**

