



Bright Futures Outreach: School Partnerships 2014

Information and instructions:

Though this outreach opportunity is coordinated by the public library, the program focus is about *active involvement* on the school's part to get students to participate in the library summer reading program. A partnership package containing the following items will be provided in the spring for both the library **and** the school(s) upon acceptance of the application:

- One 24" x 60" vinyl banner with the slogan "Fizz, Boom, Read!"
- Fifteen hardcover books, fiction and non-fiction titles, to add to the library's collection.*
- *Bonus:* If the school achieves its goal for student participation, the school and library each receive five additional hardcover books for their collections in the fall.

Desired Outcome:

- Students in elementary school will maintain reading achievement skills over the summer by participating in a library summer reading program.

Objectives:

- The public library and elementary school collaborate to minimize summer learning loss.
- Public library staff, the principal, and the school librarian collaborate to increase student participation in the public library's summer reading program.

Qualifications:

- Publicly-funded public libraries may apply.
- Public library must provide regularly scheduled summer programs for the targeted school-age students during the application year. If your library is planning construction or remodeling this summer, and regularly scheduled programs will not be held in an alternate location, the library does not qualify for this program.
- Public libraries must partner with *public* elementary schools. The following schools do not qualify: private, parochial, preschools, middle/junior high schools, daycares, or homeschool organizations.
- "Participation" in the library's summer reading program must not be dependent solely on physical attendance at on-site library programs.

Program summary: (please see "**Program Components**" below for details of each of the following)

1. Libraries can apply to partner with up to three schools.
2. Meet with each school's principal and librarian. Develop a collaborative plan that describes what the school and library will each do to increase student participation, and set a goal for participation numbers.
3. Track school's student participation in Summer Library Programs.
4. Plan a collaborative recognition event in the fall for students who completed the SRP.
5. Submit a follow-up report by September 15, 2014.

Application deadline: March 20, 2014

Application process:

- Read "Program Components" below and/or watch this short webinar.
- Meet with principal(s) and school librarian(s) at up to three elementary schools to design collaborative plan and determine participation goals.
- Apply online by March 20. (Signatures of applicant and library director or branch manager will be required in order to submit application. A copy of the application will be emailed to each principal and

school librarian, along with a link so that each can provide an electronic signature agreeing to the terms and conditions of the collaborative plan.)

Program Components:

* *A note about the promotional packages:* Books are for the libraries' collections and are not to be used as student prizes. If you cannot use the vinyl banner please give it to a library, school, business, or organization; you may also choose to return it to ICfL to re-distribute.

1. Libraries can apply to partner with up to three schools.

Public elementary schools only. Private, parochial, preschools, middle/junior high schools, daycares, or homeschool organizations do not qualify as partners. If the library wishes to add additional schools, an application can be submitted and placed on a waiting list. After April 1, 2014, if partnership packages are still available applications will be accepted in the order in which they were received.

**Public libraries that also serve as the school library may apply; however, only one partnership package will be provided.*

If your district has more than three elementary schools you might consider looking at the following resources in order to choose the schools with the highest need. You **do not** need to submit data from either of these sources when you apply.

- **Free/Reduced Lunch rates:** A high percentage of students that qualify for free or reduced lunch indicate a higher level of low-income children attending that school. Schools with percentages at or above 40% typically qualify as "Title 1" schools. You can find your schools' rates here: www.sde.idaho.gov/site/cnp/statisticsFinance/. Look under the last column.
- **IRI Scores:** The IRI is administered each year in September and May. You can find your schools' scores on the State Department of Education's website, or by visiting this URL: <https://apps.sde.idaho.gov/IRI/PublicReports/PublicReport.aspx>
When you get to the website, choose the current school year, the IRI Term (Fall or Spring) and the grade level you are interested in viewing. Then click "District" and choose your school district. Once you are in the correct district you can click on "Building" and find your local elementary schools. Choose the school you wish to view, then click "View Report." When results appear you can choose "Total Students"; you can choose "Title 1" to see scores for just the low-income students in that grade; or you can choose "LEP" which is "Limited English Proficient" (native language is not English).

2. Meet with each school's principal and librarian.

The application deadline is March 20, 2014, which is during or around Spring Break for most schools. Set up your meeting in January or February in order to give the principal and school librarian plenty of time to help develop plans. If the school does not employ a school librarian, the school can assign that role to a reading specialist, Title I teacher, ELL teacher, classroom teacher, or VISTA volunteer. The goal of this program is to have collaboration between the public library, the principal, and the school librarian, so it is important that all three of you meet together *at the same time*. Some libraries have found that it is helpful to meet with all three schools' principals and librarians at one meeting. Some resources to help with your meeting can be found at <http://libraries.idaho.gov/sr-school-partnerships>.

Goal: Develop a collaborative plan that indicates what the school and public library will each do to increase student participation rates, and set a participation goal (% and number of children).

A PowerPoint presentation, research on Summer Learning Loss, and short video can be found at

<http://libraries.idaho.gov/summer-reading-resources>. These may be helpful to share at the beginning of your meeting.

What does “collaborative plan” mean? Most public librarians visit the schools in May to promote library summer reading programs. Presentations to assemblies and classrooms **do not**, in and of themselves, qualify for this program. Please see Bright Futures “School Visits” at <http://libraries.idaho.gov/page/bright-futures-summer-reading-opportunities-school-visits>.

The School Partnership program is designed to strengthen relationships between the public library and school, and to encourage school administrators and staff to actively work with the public library to increase student participation rates in library summer reading programs. Allowing the public librarian access to students to talk about summer reading programs may be a small part of the collaborative plan; however, the plan must also include ways in which the principal, school librarian, teachers, parent organizations, and other school staff agree to work with the public library to achieve a common goal.

Pages 5 – 9 include a checklist of activities that occur before, during, and after the library’s summer reading program. These activities were compiled from previous collaborative plans, and also include an “other” category for each component. You will take a copy of the checklist to each principal and school librarian, and indicate which activities each team member will participate in. This will be your collaborative plan. When you apply online you will transfer the information to the online application.

Participation Goal: During the meeting, decide which grades to target for summer reading participation. The target can be all grades K-6, or a specific grade range based on reading scores, etc., such as K-4. Determine the number of children currently enrolled in the target grades, then determine how many children your team thinks will participate as a result of your collaborative plan. This number should be based on the number of students from the school who participated in summer reading in previous years, enrollment in summer school programs, etc. Be sure to set a *reasonable* goal – one that can realistically be reached. Be sure to submit **both** a specific number and percentage on your application.

Example:

Target Grades: **K-6** No. of children in target grades: **240**
Number / % of students who participated in library’s summer reading program in 2013: **72 / 30%**
Goal: Number / % of students who will participate in library’s summer reading program in 2014: **96 / 40%**

Note: A 10% increase from the previous year is an example of a reasonable, achievable goal for this school.

Bonus! Each library and school that meets or exceeds its participation goal will receive an additional collection of five hardcover books. Indicate which schools qualify on the library’s Follow-up Report by September 15, 2014 (eligible libraries and schools listed on reports submitted after the deadline no longer qualify).

3. Track school’s student participation* in Summer Library Programs.

The public library must use a system to determine how many of each school’s students actually participated in the library’s summer reading program, as well as the name of each participating student. Participation numbers will be submitted on the final Follow-up Report, and the names will be needed for the Fall Recognition Event.

*“Participation”: School Partnerships is an outreach program, designed to keep kids reading over the summer through partnerships between the library and school. The desired outcome is that children maintain the reading skills achieved throughout the school year over the summer. The schools we are targeting have students who are less likely to have a way to get to the public library over the summer. Therefore “participation” as tracked by the library cannot be **solely** based on whether a child comes in to the library to attend a program. Libraries and schools will need to find creative ways for the students to participate (reading logs that can be filled out at home

and submitted to library electronically or through the mail; off-site library programs at schools or parks; Bookmobile or Book Wagon programs; online tracking programs; etc.).

4. Plan a collaborative recognition event in the fall for students who completed the library's summer reading program.

Many libraries choose to present the school's set of hardcover books to the student body during this event. Most libraries present certificates of completion, and some present students with an additional book. See pages 5 – 9 for ideas.

5. Submit a follow-up report by September 15, 2014.

This is a short report that asks you to compare the number of students in each school that you wanted to participate in summer reading with the actual number of students in each school who participated. In other words, did the school achieve its goal? The report also asks you a few short questions about the effectiveness of the program. The report should only take about five minutes to complete once you have compiled the participation numbers for each school. **This is a separate report** from the statewide summer reading evaluation report that all libraries submit at the conclusion of their SRPs.

Supplies are limited! Applications will be accepted on a first-come, first-served basis; once the supply of partnership packages is depleted, applications will be placed on a waiting list in the order in which they were received.

To apply, fill out the online application at <http://libraries.idaho.gov/page/bright-futures-summer-reading-opportunities-school-partnerships> and submit by March 20, 2014.

If you have questions, contact Staci Shaw
Phone: 208-334-2150 or 800-458-3271
Email: staci.shaw@libraries.idaho.gov

Funding for all Bright Futures programs is made possible by a grant from the Institute for Museum and Library Services under a provision of the Library Services and Technology Act.

NOTE: The application process is now online. No paper copies of the application will be accepted.

Though the application looks long, it actually only takes a few minutes to fill out and submit. It looks longer than in past years because instead of requiring that you describe all the activities in your collaborative plan as we've required in the past, you now only need to check the boxes of the activities your team has planned. There is an "other" field for activities not listed, so you are free to list more complex activities. Listed activities were compiled from past applications, and range in time-commitment and complexity. Schools with limited resources will find many activities from which to choose that are effective and require little time, money, or staff.

This new online application and process was designed to require less follow-up with libraries and target more practices that have been effective for Library-School teams.

SCHOOL PARTNERSHIPS 2014

Print a copy of this collaborative plan template for each school with whom you plan to partner. Take it to your meeting or email it to the principal and school librarian ahead of time. Each member of the Library-School team (library staff, principal, school librarian) will check the activities that will be part of the collaborative plan. An “other” box is provided for activities not listed. Transfer the information to the online application at

<http://libraries.idaho.gov/page/bright-futures-summer-reading-opportunities-school-partnerships>.

DESIRED OUTCOME: Students in elementary school will maintain reading achievement skills over the summer by participating in a library summer reading program.

OBJECTIVES:

- The public library and elementary school collaborate to minimize summer learning loss.
- Public library staff, the principal, and the school librarian collaborate to increase student participation in the public library's summer reading program.

The following will be required for the online application:

School:

Principal:

Principal email:

School Librarian:

School Librarian email:

Signature of applicant

Signature of library director or branch manager

Note: signatures for the principal and school librarian will be obtained by ICfL.

SECTION 1: Spring Promotion

How will the Library-School Team communicate the importance of reading over the summer to parents, teachers and caregivers, promote the library's summer reading program, and register children?

Combined staff and/or Parent Organizations:

CHECK ALL THAT APPLY (minimum of at least one in each level)

Level 1: School-Wide Participation

- School provides incentive if goal is reached
- School-wide contest to increase participation from last year, reward in fall
- Post a chart of each successive year's participation numbers, set school-wide goal
- Summer Reading Theme day (dress up, special events, food, etc.)
- Poster contest w/theme- display posters at school, then at library over summer
- School staff (principal, teachers, librarian) collaborate with public librarian to plan reading incentives for SRP at library (smaller communities)
- Each class makes part of a special summer reading banner that will be displayed at the library
- Other (Describe):

Level 2: Communication

- School sends flyers home (paper or electronic)
- Family Event (BBQ, swim party, carnival, etc.), hosted by school (or school and library), sponsored by local business, library attends to register and provide info

- Displays and decorations about summer reading/theme
- School webmaster posts summer reading events on school website, including links to library, library catalog, events, summer reading registration (also consider putting on District website)
- Teachers/staff/principal put on a play about summer reading
- Advertise summer reading on school marquee/reader board
- Include article in school newspaper
- Promote at Book Fair
- Other (*Describe*):

Additional comments or clarification?

Principal:

CHECK ALL THAT APPLY (minimum of at least one)

- Promote during daily/weekly announcements to classes (intercom, video)
- Promote in parent newsletters
- Send personal notes to parents (smaller schools)
- Use of student call lines (automatic calls to each family from principal)
- Set up Reading Buddy program for over the summer
- Send home personal letter about summer learning loss in report cards or
- Other (*Describe*)

School Librarian:

CHECK ALL THAT APPLY (minimum of at least one)

- Celebration in library last week(s) of school
- Hand out info regarding registration, program schedule, library card applications
- Lunch and book talks
- Read themed books during last week(s) of school
- Customized reading logs, gameboards, record sheets with reward in fall for completion
- Glogster, Prezi, Animoto and other alternative presentations
- Utilize digital photo frames for booktalks, trailers, etc.
- Raffles with SRP registration
- Other (*Describe*):

Teachers/Specialists—Optional:

- Librarians give names of summer readers to teachers so they can compare IRI scores from spring to fall
- Promote program within classrooms- to kids, to parents
- Register students at parent-teacher conferences (spring)
- Intervention teams, Title I teachers, reading specialists work directly with families to register children
- Set up Reading Buddy program for over the summer
- Other (*Describe*):

Public Library:

CHECK ALL THAT APPLY (minimum of at least three)

- Library makes presentation to teachers and staff, parents
- Library table at recess last week or so of school, sign kids up
- Library table at parent-teacher conferences
- Library table and/or special activities during Family Reading/Math Night/Title I Night

- Library table/presentation at Track and Field Day, Science Fair, other end-of-year events
- Library includes summer reading registration information during kindergarten registration
- On-site registration
- Raffles with SRP registration
- Small libraries combine resources to promote to shared schools
- Other (*Describe*):

SECTION 2: Summer Involvement

The following section is optional. However, applications that show summer commitment from the school and Library-School Team collaboration to increase students' access to books will be given priority.

Combined staff and/or Parent Organizations/Principal/School Librarian/Teachers/Specialists:

CHECK ALL THAT APPLY

- Plan special "school social" days at library
- Attend summer library event(s)
- Be a guest reader at a summer reading program (library, school, park, community organization)
- Use student call lines, emails, or texts, to remind and encourage students to read and participate in SRP
- Ask children to leave voice mails with number of minutes or books read each week
- VISTA volunteers work with students at school or library
- Open school library for a few hours each week and allow students to check out books
- Establish Little Libraries on school grounds or in neighborhood
- Other (*Describe*):

Public Library:

CHECK ALL THAT APPLY

- Library outreach during scheduled summer school
- Bookmobile visits to school weekly/monthly
- School Library is open at least once per week for student check-outs, public library attends to do programs, hand out reading logs and prizes, or deliver books that children have placed on hold
- "Participation" in SRP is not dependent **solely** on attendance at on-site library programs
- Establish Little Libraries on school grounds, in neighborhoods, or around community
- Library attends free breakfast or lunch programs on consistent basis to do programs, hand out reading logs and prizes, or deliver books that children have placed on hold
- Other (*Describe*):

SECTION 3: Fall Recognition

How will the School-Library Team recognize the students who participated in the summer reading program, and celebrate the school's summer reading accomplishment, when school resumes in the fall?

Combined staff and/or Parent Organizations:

CHECK ALL THAT APPLY (minimum of at least one)

- Special event/lunch
- Publicize names of summer readers in school newsletter
- Names of summer readers on special display
- Publicize statistics of summer reading participation (for students, parents, teachers, administration, school board) on school bulletin board, website, newsletter, etc.

- Other (Describe):

Principal:

CHECK ALL THAT APPLY (minimum of at least one)

- Recognize students at assembly
- Lunch w/principal (or some other special treat)
- Publicize participation statistics on website or in district newsletter
- Other (Describe):

School Librarian:

CHECK ALL THAT APPLY (minimum of at least one)

- Recognize students at assembly
- Lunch w/librarian (or some other special treat)
- Ask summer reading participants to share about the books read and prizes earned
- Make special bookmarks with names of summer readers
- Display photos of summer reading programs and student participation on digital photo frame
- Other (Describe):

Teachers/Specialists: Optional

- Librarians give names of summer readers to teachers so they can compare IRI scores from spring to fall
- Other (Describe):

Public Library:

CHECK ALL THAT APPLY (minimum of at least one)

- Recognize students at assembly with certificates
- Recognize school staff who attended programs or starred as a guest reader
- Present school with their set of hardcover titles
- Make special bookmarks with names of summer readers
- Other (Describe):

SECTION 4: Year-Round Contact

This section is not required; however, research shows that year-round partnerships can have an impact on whether children participate in library summer programs. Which, if any, of these programs/practices does your Library-School Team participate in during the school year (or which will the Team implement as a result of the School Partnerships Program?)

- Monthly storytimes (even in junior high)
- Attend staff meetings regularly
- Share booktrailers, etc. with school library- add public library's name
- Attend family events
- Attend special school events
- Family Reading Week partnerships
- Dia de los ninos/Dia de los libros partnerships
- Teacher events at library
- Teacher cards, courier service
- Use of library community room for school meetings, etc.
- Read-to-Dog programs at school

- Storytimes or programs in school library after school
- Promote Tumblebooks™ (to parents at events, or bookmark library's page on school computers)
- My First Books (kindergarten only)
- Read to Me Jumpstart (Kindergarten registration)
- Booth at Book Fairs
- Sports teams partnerships (Steelheads Hat Trick program, etc.)
- Reading programs or contests with local businesses
- Other (*Describe*):

Transfer the above information to the online application: <http://libraries.idaho.gov/page/bright-futures-summer-reading-opportunities-school-partnerships>.

You and your library director or branch manager will sign the online application using a special web application.

When you submit the application, you will receive an electronic copy of the application for your records. This also serves as your confirmation that we received your application.

ICfL will email a copy of each school's collaborative plan to the principal and school librarian. That email will also include a link to an online signature form that they will then use to agree to all terms and conditions of the program and collaborative plan components.

By using this process we will ensure that everyone receives a copy of the collaborative plan and participation goal numbers and percentages, and everyone will have signed an agreement of activities of all parties. This email can be accessed over the summer and in the fall as the Library-School team prepares for the fall recognition event and Follow-Up report.