

# LIBRARY MEDIA CENTER

## Chariho Regional High School Technology Plan January 2004 – June 2007

**Library Mission Statement:** The Library Media Center (LMC) program and staff offer opportunities for students and faculty to become information literate. The LMC will collaborate in building partnerships for teaching and learning, and develop resources and activities that support teaching and learning.

**Vision Statement:** The Library Media Center's technology plan strives to support and strengthen the teaching and learning environment, preparing students and staff to effectively use the information technology of the 21<sup>st</sup> century.

**Technology Assessment:** The following is a list and description of our hardware, software, telecommunications and Internet services, staff skill levels and professional development needs.

All the computers in the library media center (LMC) connect to the Internet via *Windows 2000* server. We connect to the Internet over a T3 ATM. The CHS LMC staff is proficient in using all software available at this time in the LMC. Professional development and training is arranged when new equipment or software is introduced into the library media center.

### Hardware –

Computers - 25 networked computers

- four (4) computers for library administration
- twenty one (21) in the media center computer lab and available for online catalog

Other Hardware

- two (2) Opticon hand-held barcode scanners
- one (1) Hewlett-Packard Laser-jet5 printer
- one (1) Hewlett-Packard desk jet (960L) printer
- one Zenith TV/VCR combination 13"
- one Gateway2000 Destination monitor
- one (1) Savin 9013Z copier
- one (1) Canon NP6221 coin operated copier
- 3M Security system with 3M Model 930 desensitizer and 3M Model 764 sensitizer
- Smith Corona Electronic Typewriter
- Hewlett Packard Scanjet 4570c

## Software –

### Administrative purposes / Service to patrons

- Microsoft: Office 2002 Professional (Word, Excel, Access, PowerPoint), Front Page 2002, Publisher
- Follett Software (version 5.05) Package – Circulation Plus, Cataloging Plus, OPAC, Alliance Plus
- Norton AntiVirus 2001
- MARC Magician / version 2.0
- Inspiration 6
- Netscape Navigator and Internet Explorer

### Patron Use

- Microsoft Office 2002 (Word, Excel, Access, PowerPoint)
- ResourceLink CD-ROMS - Early American History, 17-Century World History, 18 Century American History, 18 Century World History, 19 Century American History, 19 Century World History, 20 Century American History, 20 Century World History, American Business Leaders, American Cultural Leaders: Profiles of Great Americans, American Military Leaders, American Science Leaders, American Social Issues, American Social Leaders: Profiles of Great Americans
- Choices (Career Software)
- EBSCOHost
- Facts on File Online

Goals	Major Action Steps and Activities
<p><b>Goal 1</b></p> <p>Acquire, update, and maintain hardware, software, and other technology services in alignment with the district technology plan that will evolve from Chariho's <i>Vision 2008: The Five-Year District Strategic Plan for Excellence</i>.</p>	<ul style="list-style-type: none"> <li>• Advocate for monies through the annual budget process. (ongoing)</li> <li>• Increase/maintain the variety and formats of software and the supporting hardware technologies to enhance teaching and learning. (ongoing)</li> <li>• Replace hardware as it becomes outdated. (annually)</li> <li>• Acquire a remote mouse, (9/04) and digital whiteboard.(9/05)</li> <li>• Continue to work with other school libraries in the district and the state (including membership in RILINK and LORI) to maximize and coordinate resources and services. (ongoing)</li> <li>• Continuously monitor and evaluate technologies for effectiveness, usage, and improvements, with a formal annual evaluation. (annual)</li> <li>• Increase LMC staff technology skills through professional reading and attendance at conferences and other professional development opportunities. (ongoing)</li> <li>• Update the LMC website. (ongoing)</li> <li>• Update and edit bibliographic records, including authority records. (ongoing)</li> </ul>
<p><b>Goal 2</b></p> <p>Develop programs and services that correspond with the Chariho Regional High School Academic Student Expectations #1-3 and #5 (See Appendix A), with the state's <i>Regulations of the Board of Regents for Elementary and Secondary Education Regarding Public High Schools and Ensuring Literacy for Students Entering High School</i>, and with Chariho Regional High School's Information Literacy/Library Media curriculum goals (See Appendix C).</p>	<ul style="list-style-type: none"> <li>• Provide instruction in subscription database use and other software products, e.g., educational CDs and Inspiration®, to support teaching and learning. (1/05)</li> <li>• Provide at least 2 professional development workshops on student-centered information literacy instruction. (annual)</li> <li>• Revise LMC Technology Plan as necessary to respond to changes in the School Improvement Plan (See Appendix A) and to meet NEASC Support Standards #6: School Resources for Learning (See Appendix B). (annual)</li> <li>• Develop a plan for implementing information technology aspect of pending (2004) graduation portfolio requirements (See Appendix C). (12/04)</li> <li>• Increase collaboration between library media specialists and teachers in the area of integrating technology into the standards based curricula. (ongoing)</li> <li>• Continue to incorporate the Big6™ information problem solving model into information literacy instruction in collaboration with classroom teachers. (12/06)</li> <li>• Evaluate programs and services related to LMC-provided technologies. (annually)</li> <li>• Improve professional development for school staff (in addition to LMC staff) in library software and hardware. (ongoing)</li> <li>• Organize / catalog video collection. (6/04)</li> </ul>

# APPENDICES

## APPENDIX A: Mission Statement, Student Expectations, Belief Statements, and School Improvement Plan

### ***CHARIHO REGIONAL HIGH SCHOOL 2003-2004 School Improvement Plan***

***Endorsed: April 11, 2003***

#### ***MISSION STATEMENT***

**Chariho Regional High School aspires to be a community of learners founded on respect, responsibility, and courage.**

***We hold ourselves accountable to...***

- ***achieve the highest standards of excellence in teaching and learning.***
- ***ensure a student-centered learning environment.***
- ***inspire informed and compassionate citizenship.***
- ***develop the mind, body, and heart.***
- ***engage individuals' unique interests, passions, and gifts.***

#### ***STUDENT EXPECTATIONS***

**Chariho Regional High School, in partnership with the Rhode Island Department of Education and the Chariho community, aspires to achieve these expectations for student learning based on district, state, and national standards.**

#### **ACADEMIC**

**All students will...**

1. ***acquire, analyze, and evaluate information and ideas to effectively solve problems.***
2. ***effectively utilize literacy skills: writing, listening, and speaking; reading analysis and interpretation.***
3. ***demonstrate technological literacy in all disciplines.***
4. ***develop and exhibit an understanding of culture and the arts.***
5. ***be self-directed learners effectively using ideas and information from various disciplines.***

#### **CIVIC**

**All students will...**

6. ***develop an understanding of their own strengths and learning styles and apply this knowledge in planning for their education and career.***
7. ***analyze problems from a global perspective and contribute to society as responsible and skilled citizens.***

#### **SOCIAL**

**All students will...**

8. ***work actively and cooperatively to achieve group goals.***
9. ***make appropriate choices affecting their physical, social, and mental well-being.***
10. ***treat others with dignity and respect.***

# Chariho Regional High School

## Belief Statements

### *We believe...*

- With vision, courage, and hard work, all things are possible.
- Striving for academic excellence is a responsibility for all.
- Demanding high expectations of everyone in the school community promotes excellence.
- Every individual is valuable and deserves to be treated with dignity and respect.
- Excellence in education requires a partnership of family, school, and community.
- Students, teachers, and parents share responsibility for student learning.
- All students deserve equitable educational opportunities.
- Positive teacher-student relationships are critical to effective teaching and learning.
- Life-long learning is essential for the enrichment of everyone in the school community.
- Making informed decisions through critical analysis of information is essential to producing an educated citizen.
- A safe, compassionate environment supports effective teaching and learning.
- Celebrating success promotes a positive school climate.

**SCHOOL IMPROVEMENT PLAN: SY 2003-2004**

**CHARIHO REGIONAL HIGH SCHOOL**

**Grade Levels: 9-12**

**District: CHARIHO REGIONAL SCHOOL DISTRICT**

Needs Based on Data	Goals for Increased Student Performance	Major Action Steps & Activities	Completion Dates
<p><b>MATHEMATICS AND PROBLEM SOLVING:</b></p> <p><b>Problem Solving:</b></p> <ul style="list-style-type: none"> <li>40% of students achieved the standard on the 2002 New Standards Reference Exam (NSRE).</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>53% of students achieved the standard on the 2002 NSRE.</li> </ul> <p><b>Concepts:</b></p> <ul style="list-style-type: none"> <li>38% of students achieved the standard on the 2002 NSRE.</li> </ul>	<p><b>Goal:</b></p> <p>To increase the number of students achieving the standard in...            Problem Solving by 8%.            Skills by 5.4%            Concepts by 8.4% annually.</p> <p>The annual percentage chosen is based on the district goal of bringing 80% of all students to standard by Spring 2008.</p>	<p><b>Action Plan:</b></p> <ul style="list-style-type: none"> <li>Focus professional development school-wide on student-centered instruction (including strategies to improve standards-based lesson planning, differentiation, academic rigor, and accountable talk).</li> <li>Expose more students to algebra, geometry, and algebra II before the end of 10<sup>th</sup> Grade.</li> <li>Implementation of new courses: Algebra I, Part II and Applied Geometry.</li> <li>Implement ongoing curriculum revision</li> <li>Have all relevant departments (especially math, science, and Career and Tech) disaggregate data in problem solving, skills, and concepts and produce plans for focusing more strongly on students needs.</li> <li>Maintain and increase access to PLATO Lab, which will be used to provide support for students who are struggling in Math.</li> <li>Provide mandatory PLATO support</li> </ul>	<p><b>Persons Responsible:</b>            High School Administration, Department Heads, Math Department, SIT / NEASC Teams</p> <p>Deadline for developing student performance indicators and specific improvement strategies:  <b>September 2003.</b></p>

<b>Needs Based on Data</b>	<b>Goals for Increased Student Performance</b>	<b>Major Action Steps &amp; Activities</b>	<b>Completion Dates</b>
		<p>for students scoring below 75 in Algebra I, Part I, Pre-Algebra and Business Math.</p> <ul style="list-style-type: none"> <li>• Increase graduation credit requirements from 2 to 3 beginning with the class of 2006.</li> <li>• Continue professional development with Disciplinary Literacy Program.</li> <li>• Communicate with parents about the school's / students' commitment to state testing.</li> </ul>	

Needs Based on Data	Goals for Increased Student Performance	Major Action Steps & Activities	Completion Dates
<p><b>ENGLISH LANGUAGE ARTS ACROSS THE CONTENT AREAS:</b></p> <p>Reading: Basic Understanding</p> <ul style="list-style-type: none"> <li>• 51 % of Students achieved the standard on the 2002 NSRE.</li> </ul> <p>Reading: Analysis and Interpretation</p> <ul style="list-style-type: none"> <li>• 45% of students achieved the standard on the 2002 NSRE.</li> </ul> <p>Writing Conventions</p> <ul style="list-style-type: none"> <li>• 74% of students achieved the standard on the 2002 NSRE.</li> </ul> <p>Writing Effectiveness</p> <ul style="list-style-type: none"> <li>• 44% of students achieved the standard on the 2002 NSRE.</li> </ul> <p>RI Writing Assessment (Grade 11)</p> <ul style="list-style-type: none"> <li>• 20% of students achieved the standard on the 2001 RI Writing Assessment (Grade 11).</li> </ul>	<p><b>Goal:</b></p> <p>To increase the number of students achieving the standard in</p> <p>Reading: Basic Understanding by 5.8% Analysis and Interpretation by 7.2%</p> <p>Writing: Conventions by 1.2% Effectiveness by 7.2% RI Grade 11 by 12%</p> <p>Annual increases chosen is based on the district goal of bringing 80% of all students to standard by Spring 2008.</p>	<p><b>Action Plan:</b></p> <ul style="list-style-type: none"> <li>• Focus professional development school-wide on student-centered instruction (including strategies to improve standards-based lesson planning, differentiation, academic rigor, and accountable talk).</li> <li>• Continue professional development with Disciplinary Literacy Program.</li> <li>• Conduct a curriculum analysis of student reading by course and by content in ELA and all content areas.</li> <li>• Develop a school wide writing plan of instruction for all content areas</li> <li>• Conduct “writing across curriculum” training for staff from all departments.</li> <li>• Increase professional development for teachers in literacy strategies across content areas.</li> <li>• Revise ELA Curriculum—ongoing</li> <li>• Provide mandatory PLATO support for students scoring below 75 in 9<sup>th</sup> grade ELA.</li> <li>• Provide mandatory support to students who do not read at grade level</li> <li>• Plan for diagnostically assessing students who did not attain proficiency the previous spring in ELA (to be implemented in the fall 2004).</li> <li>• Hire reading specialists (to start in fall 2004) to support students reading below grade level.</li> <li>• Continue staff training with Big 6 information problem solving research</li> </ul>	<p><b>Persons Responsible:</b> High School Administration, Department Heads, English Department, Library Media Specialists, SIT / NEASC Teams</p> <p>Deadline for developing student performance indicators and specific improvement strategy: <b>September 2003.</b></p>

<b>Needs Based on Data</b>	<b>Goals for Increased Student Performance</b>	<b>Major Action Steps &amp; Activities</b>	<b>Completion Dates</b>
		<p>model.</p> <ul style="list-style-type: none"> <li>• Increase staff awareness and usage of portfolios.</li> <li>• Explore grant-funding options—especially Title I – to support struggling readers.</li> <li>• Communicate with parents about the school’s / students’ commitment to state testing.</li> </ul>	

Needs based on data	Goals for Increased Student Performance	Major Action Steps and Activities	Completion Dates
<p><b>HEALTH</b>  <b>RI Health Assessment</b>            24% of students achieved the standard on the 2002 RI Health Assessment.</p>	<p><b>Goal:</b>            To increase the number of students achieving the standard in Health by 11.2% annually.            The percentage chosen is based on bringing 80% of all students to standard by Spring 2008.</p>	<p><b>Action Plan:</b></p> <ul style="list-style-type: none"> <li>• Focus professional development school-wide on student-centered instruction (including strategies to improve standards-based lesson planning, differentiation, academic rigor, and accountable talk).</li> <li>• Schedule all 9<sup>th</sup> Grade health classes in the Spring (as opposed to the fall). Students would meet 3X weekly in the third quarter and 2X in the fourth quarter.</li> <li>• Use an effort based rubric as incentive for state assessment testing.</li> <li>• Assess students' performance and understanding in health by having students write once weekly using state assessment-type prompts.</li> <li>• Continue staff training with new health curriculum.</li> <li>• Provide information to parents about the new curriculum and the importance of state testing.</li> <li>• Meet with elementary and middle school staff to review assessment data and to adjust teaching / curriculum to improve performance.</li> <li>• Communicate with parents about the school's / students' commitment to state testing.</li> </ul>	<p><b>Persons Responsible:</b>            High School Administration, Health Department, Department Heads, SIT / NEASC Team</p> <p>Deadline for developing student performance indicators and specific improvement strategy:  <b>September 2003</b></p>

Needs Based on Data	Goals for Increased Student Performance	Major Action Steps & Activities	Completion Dates
<p><b>GRADUATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Restructuring aligned with RIDE and NEASC mandates.</li> <li>New Student Expectations are listed below.</li> </ul>	<p><b>Goal:</b> For students entering ninth grade in September 2004, CHS will revise graduation requirements that include demonstration of proficiency and apply to all students.</p>	<p><b>Action Plan:</b></p> <ul style="list-style-type: none"> <li>Adjust graduation requirements to include multiple measures of performance, to include at least two of the following: end-of-course exams, Certificate of Initial Mastery, portfolios, capstone projects, public exhibitions, use of technological tools.</li> <li>For students entering ninth grade in September 2004, establish a mandatory tech ed. exploratory course.</li> <li>Design and implement a self-directed senior project program with required participation for all students.</li> <li>Hire consultant/coordinator to oversee the design and implementation of senior project program.</li> <li>Establish varied means of independent and alternative study for all students.</li> <li>Expand access to transition coordinator for all students.</li> </ul>	<p><b>Persons Responsible:</b> Asst. Superintendent, High School Administration, Department Heads, SIT and NEASC Teams</p> <p>Deadline for developing student performance indicators and specific improvement strategy: <b>September 2003</b></p>

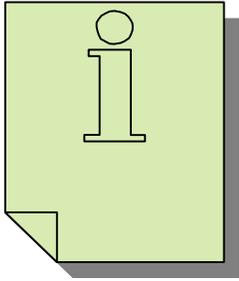
**Appendix B: NEASC Support Standard #6: School Resources for Learning**  
[http://www.neasc.org/cpss/standards\\_2000.pdf](http://www.neasc.org/cpss/standards_2000.pdf)

The school's student support services include guidance and health services, special education, personal career, and social counseling, and access to outside referrals along with library/information services. Student learning is dependent upon adequate and appropriate support programs and services. The school is responsible for providing an effective range of integrated resources to enhance and improve student learning and to support the school's mission and expectations.

1. The school shall allocate resources, programs, and services so that all students have an equal opportunity to achieve the school's stated academic expectations for student learning and to participate in the educational program.
2. The school shall allocate resources, programs and services so that all students have an equal opportunity to achieve stated civic and social expectations.
3. Each student shall have an adult member of the school community who serves to personalize that student's education experience.
4. The school's student support services shall be consistent with the school's mission and expectations for student learning.
5. Student support and library/information services personnel shall be knowledgeable about the curriculum and involved in its implementation, evaluation, and revision.
6. All school resources for learning shall be regularly evaluated and revised to support improved student learning.
7. Student support personnel shall enhance student learning by interacting and working cooperatively with professional and other staff, and utilizing community resources to address the academic, social, emotional, and physical needs of students.

8. There shall be a system for effective and ongoing communications with students, parents/guardians, and school personnel designed to keep them informed about the types of available student support services and about identified student needs.
9. The school shall provide and maintain library/information services program and materials that are fully integrated into the school's curriculum and instructional program and are consistent with the school's mission and expectations for student learning.
10. The library/information services program shall foster independent inquiry by enabling students and faculty to utilize various school and community information resources and technologies.
11. A wide range of materials, technology, and other library/information resources shall be available to students and faculty in a variety of formats and utilized to improve teaching and learning and be reflective of the school's student population.
12. Library/information services shall include, but not be limited to, sufficient certified professional personnel.
13. Students, faculty, and support staff shall have regular and frequent access to library/information services facilities and programs as an integral part of their educational experience before, during, and after the school day.
14. Policies shall be in place for the selection and removal of information resources and the use of technologies and the Internet
15. Student records shall be maintained in a confidential and secure manner consistent with federal and state law.

# LIBRARY MEDIA CENTER



## Technology Plan – Curriculum Goals January 2004

### **Vision**

The graduates of Chariho Regional High School (CHS) will be part of a community of lifelong learners who are information and technology literate.

### **Goal I**

Students will use telecommunications and information technologies to acquire, analyze, and evaluate information and ideas to efficiently and effectively solve problems.

#### **Objective A**

Students will access information efficiently and effectively (12/05).

##### **Activities**

- Provide instruction in using advanced search strategies.
- Provide instruction in the use of a variety of databases.
- Maintain and develop the CHS LMC website.

#### **Objective B**

Students will evaluate information competently and critically (1/07).

##### **Activities**

- Provide instruction in web site evaluation.

#### **Objective C**

Faculty will be proficient in utilizing the Big6™ information problem solving model as a tool for student research/assignments (1/05).

##### **Activities**

- Develop and implement professional development activities for faculty to focus on the Big6™ approach to information and technology skills instruction.
- Assist faculty in developing units, lessons, and assignments that effectively utilize telecommunications and information technologies.

### Objective D

Students will use the Big6™ as an information problem solving model, using appropriate technologies (12/06).

#### Activities

- Provide students with direct instruction in the use of the Big6™.
- Provide signage that promotes use of the Big6™.
- Develop and maintain the CHS LMC web site as a tool for instruction and practice in the effective use of telecommunications and information technologies.

### Goal II

Students will demonstrate technology literacy in the various disciplines taught at CHS.

### Objective A

Students will be proficient in the use of word processing, spreadsheet, graphing, and presentation software (1/06).

#### Activities

- Provide the opportunity for development and practice in the use of a variety of software applications that are appropriate to students' assignments.
- Provide instruction in the use of the school's software packages as needed.

### Objective B

Students will efficiently and effectively use the Internet and other digital databases including subscription databases (1/07).

- Provide instruction in web site evaluation.
- Provide instruction in advanced search techniques.
- Provide instruction in the use of subscription databases, including library information networks.

### Evaluation

#### Goal I

Students: quizzes, student response groups, project rubrics, librarian/teacher observation

Faculty: feedback and session evaluation forms

#### Goal II

Quizzes, student response groups, project rubrics, librarian/teacher observation

### Budget

Projected FY05: \$16,870.00

Based on projected zero-based budgeting, this budget figure should remain approximately the same for the three years of the plan.