

21st Century Library Media Programs in Florida's K-12 Schools

ExC³EL – Expectations for Collaboration, Collections, and Connections to Enhance Learning: A Program Evaluation Rubric

Instruction		<i>The library media program enhances student achievement through a systematically, collaboratively planned instructional program.</i>			
Components	Entering	Developing	Advancing	Outstanding	
Information literacy	<input type="checkbox"/> Information literacy skills instruction is not integrated into school's instructional program. *AP4/AP5/AP6/AP8/AP9/AP10	<input type="checkbox"/> Information literacy skills instruction peripherally integrated into instructional program. *AP4/AP5/AP6/AP8/AP9/AP10 <input type="checkbox"/> Student achievement data used to plan library media instructional program. *AP1	<input type="checkbox"/> Information literacy skills instruction embedded into instructional program. *AP4/AP5/AP6/AP8/AP9/AP10 <input type="checkbox"/> Student achievement and automated systems data used to plan LM instructional program. *AP1 <input type="checkbox"/> Students' ability to locate, evaluate, and use information is evidenced by assignments reflecting learning skills and problem solving. *AP4/AP6/AP8/AP9/AP10	<input type="checkbox"/> Information literacy skills instruction systematically embedded into instructional program. *AP4/AP5/AP6/AP8/AP9/AP10 <input type="checkbox"/> Student achievement and automated systems data used to plan and modify LM instructional program. *AP1 <input type="checkbox"/> Students' ability to locate, evaluate, and use information is evidenced by assignments reflecting learning skills and problem solving using a variety of sources accurately and ethically. *AP4/AP6/AP8/AP9/AP10	
Literature appreciation and Literature-based instruction	<input type="checkbox"/> Literature appreciation instruction/activities is not integrated into instructional program. *AP4/AP5/AP6/AP7/AP8/AP9	<input type="checkbox"/> Literature appreciation instruction/activities are integrated into instructional program. *AP4/AP5/AP6/AP7/AP8/AP9	<input type="checkbox"/> Literature appreciation instruction/activities embedded into instructional program. *AP4/AP5/AP6/AP7/AP8/AP9	<input type="checkbox"/> Literature appreciation instruction/activities systematically embedded into instructional program. *AP4/AP5/AP6/AP7/AP8/AP9	
Collaborative planning	<input type="checkbox"/> Limited evidence of collaboration between LM program and classroom instruction * AP2/AP3	<input type="checkbox"/> Evidence of reactive collaboration between LM program and some grade levels/subject areas *AP2/AP3/AP10/AP11 <input type="checkbox"/> Meetings are usually brief and informal. *AP3/AP10/AP11 <input type="checkbox"/> Most lessons taught independently of classroom content. *AP10/AP11 <input type="checkbox"/> Adequate use of LMC resources *AP10/AP11	<input type="checkbox"/> Evidence of proactive collaboration between LM program and grade levels/subject areas *AP2/AP3/AP10/AP11 <input type="checkbox"/> Long and short range planning is evident. *AP10/AP11 <input type="checkbox"/> LM program written policies, goals and objectives ensure information literate students. *AP10/AP11 <input type="checkbox"/> Lessons embedded into curriculum *AP10/AP11/AP12 <input type="checkbox"/> Adequate use of LMC resources *AP9 <input type="checkbox"/> Evidence of teacher collaboration is available in LMC and classrooms. * AP2/AP10/AP11	<input type="checkbox"/> Evidence of systematic collaboration between LM program and grade levels/subject areas *AP2/AP3/AP10/AP11 <input type="checkbox"/> Full instructional planning partnership team exists between classroom and LM program. * AP2/AP10/AP11 <input type="checkbox"/> LM program written policies, goals and objectives ensure information literate students. *AP10/AP11 <input type="checkbox"/> LMC program embedded into curriculum. *AP10/AP11/AP12 <input type="checkbox"/> Extensive use of LMC resources *AP9 <input type="checkbox"/> Evidence of collaborative development, implementation and assessment of instructional lessons and units is available in LMC and classrooms. *AP2/AP10/AP11	

Curriculum/ Assessment Support	The library media program enhances student achievement by supporting all facets of the instructional program.			
Components	Entering	Developing	Advancing	Outstanding
Reading promotion and guidance	<ul style="list-style-type: none"> <input type="checkbox"/> Reading guidance primarily provided to whole classes during regularly scheduled LMC visits. *AP8 <input type="checkbox"/> Reading promotion activities, displays, etc. occasionally provided. *AP9 	<ul style="list-style-type: none"> <input type="checkbox"/> Reading guidance provided to individuals for selecting reading materials to meet personal needs. *AP6/AP8 <input type="checkbox"/> Reading promotion activities, displays, etc. regularly provided. *AP9/AP10 <input type="checkbox"/> Opportunities regularly provided to participate in reading promotions (<i>i.e.</i>, bookfairs, Battle of the Books, National School Library Media Month). *AP10 <input type="checkbox"/> Schoolwide computer-based reading motivation program and SSYRA Program supported/coordinated through LM program, if applicable. *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> LM program includes reading, listening, viewing through a variety of activities. *AP2/AP6/AP8/AP9 <input type="checkbox"/> Reading promotion activities, displays, etc. coordinated with instructional program. *AP9/AP10 <input type="checkbox"/> Reading research used to plan instructional program. *AP1/AP7/AP10 <input type="checkbox"/> LM program actively involved in schoolwide computer-based reading motivation program and SSYRA Program, if applicable. *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Collaboratively planned LM program includes reading promotion activities, displays, etc. that support the instructional program. *AP2/AP6/AP8/AP9/AP10 <input type="checkbox"/> LM program provides reading activities with large groups, small groups and individuals. *AP7/AP10 <input type="checkbox"/> Collaboratively planned program with teachers provides a unified approach to literacy and reinforces reading strategies through a variety of activities. *AP2/AP7/AP10/AP11 <input type="checkbox"/> LM program actively involved in coordinating schoolwide computer-based reading motivation program and SSYRA Program, if applicable. *AP12 <input type="checkbox"/> Importance of reading and literacy is evidenced through LMC publications, promotions and activities. *AP2/AP12
Instructional support	<ul style="list-style-type: none"> <input type="checkbox"/> Materials, reserve collections, bibliographies, etc. are occasionally provided. *AP9 	<ul style="list-style-type: none"> <input type="checkbox"/> Materials, reserve collections, bibliographies, websites, etc. are occasionally provided or when requested. *AP10/AP11/AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Materials, reserve collections, bibliographies, websites, etc. are provided in conjunction with collaborative planning. *AP2/AP10/AP11/AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Systematic consultations and planning occur with instructional design team and/or curriculum council to ensure maximum use of LMC resources. *AP2/AP10/AP11/AP12 <input type="checkbox"/> Staff development sessions offered by or coordinated through LM program. *AP3/AP5/AP8/AP11
Student/teacher production	<ul style="list-style-type: none"> <input type="checkbox"/> Curriculum-based production activities are rarely provided. *AP9 	<ul style="list-style-type: none"> <input type="checkbox"/> Reactively complies with requests for student or teacher production activities (<i>i.e.</i>, laminating, word processing). *AP10/AP11/AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> LM program includes proactively planning with teachers for production activities (<i>i.e.</i>, video essays, PowerPoint presentations, brochures). *AP2/AP10/AP11/AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> LM personnel included on an instructional design team and/or curriculum council to provide production resources and activities for teachers and students. *AP10/AP11/AP12
School Improvement Plan	<ul style="list-style-type: none"> <input type="checkbox"/> No involvement with the School Advisory Council or School Improvement Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Limited involvement with the School Advisory Council or School Improvement Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> LMS is a member of the School Advisory Council and the library media program mentioned in the School Improvement Plan 	<ul style="list-style-type: none"> <input type="checkbox"/> LMS regularly attends School Advisory Council meetings and library media program is integrated into the School Improvement Plan

Resource Management		The library media program provides appropriate, accurate and current resources in all formats to meet the needs of the learning community.			
Components	Entering	Developing	Advancing	Outstanding	
Collection http://www.sacs.org/	<ul style="list-style-type: none"> <input type="checkbox"/> Limited dated and unattractive resources (print, nonprint, and electronic) that meet some curricular and recreational needs *AP12 <input type="checkbox"/> Age of collection is older than state average (SUNLINK data) *AP1 	<ul style="list-style-type: none"> <input type="checkbox"/> Current and attractive resources (print, nonprint, and electronic) that meet curricular and recreational needs * AP5/AP9/AP12 <input type="checkbox"/> List of resources beyond the LMC available (<i>i.e.</i>, community resources, museums, public libraries) *AP9/AP12 <input type="checkbox"/> Age of collection is approximately state average (SUNLINK data) *AP1 	<ul style="list-style-type: none"> <input type="checkbox"/> Systematic additions of current resources (print, nonprint, and electronic) responsive to curricular and recreational needs *AP5/AP9/AP12 <input type="checkbox"/> Resources reflect school's cultural diversity *AP5 <input type="checkbox"/> Materials in other languages, as appropriate *AP5 <input type="checkbox"/> Resources beyond the LMC available via computer software, Internet, etc. *AP12 <input type="checkbox"/> Age of collection is newer than state average. (SUNLINK data) *AP1 	<ul style="list-style-type: none"> <input type="checkbox"/> Extensive evidence of current resources (print, nonprint, and electronic) very responsive to curricular and recreational needs *AP5/AP9/AP12 <input type="checkbox"/> Resources reflect school's cultural diversity (<i>i.e.</i>, fiction, nonfiction, nonprint) *AP5 <input type="checkbox"/> Materials in other languages, as appropriate *AP5 <input type="checkbox"/> Resources beyond the LMC available via computer software, Internet, etc. *AP12 <input type="checkbox"/> Age of collection is newer than state average. (SUNLINK data) *AP1 	
Organization	<ul style="list-style-type: none"> <input type="checkbox"/> Some resources processed using Dewey Decimal Classification System *AP6 <input type="checkbox"/> Online catalog missing <input type="checkbox"/> No signage or inaccurate signage <input type="checkbox"/> Use of SUNLINK for technical processing or accessing information *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Resources processed and shelved using Dewey Decimal Classification System *AP6 <input type="checkbox"/> Online catalog not accurate *AP8/AP12 <input type="checkbox"/> Signage that allows for independent use of resources * AP7/AP9 <input type="checkbox"/> SUNLINK participation and "in good standing" * AP8/AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> All resources processed and shelved using Dewey Decimal Classification System *AP6/ AP8/ AP9 <input type="checkbox"/> Online union catalog accurate *AP12 <input type="checkbox"/> Attractive, professionally produced signage that allows for independent use of resources *AP9 <input type="checkbox"/> SUNLINK participation and "in good standing" *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> All resources processed and shelved using Dewey Decimal Classification System. *AP6/ AP8/ AP9 <input type="checkbox"/> Online union catalog accurate with ongoing maintenance *AP12 <input type="checkbox"/> Attractive, professionally produced signage that allows for independent use of resources; constantly updated *AP9 <input type="checkbox"/> SUNLINK participation and "in good standing" *AP12 	
Acquisition	<ul style="list-style-type: none"> <input type="checkbox"/> No written collection development plan <input type="checkbox"/> Dependent on donations <input type="checkbox"/> Limited consideration file 	<ul style="list-style-type: none"> <input type="checkbox"/> Written collection development plan with goals and objectives *AP1/AP10 <input type="checkbox"/> Ongoing consideration file *AP10 <input type="checkbox"/> Limited use of review sources *AP6/AP10 	<ul style="list-style-type: none"> <input type="checkbox"/> Written collection development plan reviewed/revised every two years *AP1/AP10 <input type="checkbox"/> Ongoing consideration file of reviewed and recommended materials *AP10 <input type="checkbox"/> Use of review sources *AP6/AP10 	<ul style="list-style-type: none"> <input type="checkbox"/> Written collection development plan reviewed/revised every two years with approval of Library Advisory Board. *AP1/AP10 <input type="checkbox"/> Ongoing consideration file of reviewed and recommended print, nonprint, and electronic materials *AP10 <input type="checkbox"/> Use of review sources, electronic collection analysis tools *AP6/AP10/AP12 	
Maintenance	<ul style="list-style-type: none"> <input type="checkbox"/> Sporadic, unplanned weeding 	<ul style="list-style-type: none"> <input type="checkbox"/> Continuous and/or intermittent weeding *AP6/AP10 	<ul style="list-style-type: none"> <input type="checkbox"/> Planned, deliberate weeding program *AP6/AP10 	<ul style="list-style-type: none"> <input type="checkbox"/> Planned, deliberate weeding program, using systematic analysis *AP6/AP10 	

Program Administration	Technological processes and resources enhance learning and serve as an infrastructure for administering a properly staffed and well funded library media program.			
Components	Entering	Developing	Advancing	Outstanding
Staff	<input type="checkbox"/> Part time or no certified LMS <input type="checkbox"/> Part time or no clerical person	<input type="checkbox"/> Full time certified LMS <input type="checkbox"/> Full time clerical person	<input type="checkbox"/> Full time certified LMS with additional certified LMSs according to student population <input type="checkbox"/> Full time clerical person with additional staff according to student population	<input type="checkbox"/> Full time certified LMS with additional certified LMSs according to student population (Student/LMS ratio lower) <input type="checkbox"/> Full time clerical person with additional staff according to student population (Student/clerk ratio lower)
Budgeting	<input type="checkbox"/> Budget supplied by administration with no LMC input.	<input type="checkbox"/> LMC budget based on program and collection evaluation. *AP1/AP10 <input type="checkbox"/> Budget is adequate to meet needs.	<input type="checkbox"/> LMC annual budget based on short and long-term goals. *AP1/AP10 <input type="checkbox"/> Complete budget based on program and collection evaluation and developed with teacher/student input. *AP1/AP10/AP11 <input type="checkbox"/> Administration requests annual meeting for explanation and justification of requests. *AP2/AP10 <input type="checkbox"/> Budget is adequate to meet needs. <input type="checkbox"/> State and local funds are represented proportionally.	<input type="checkbox"/> LMC annual budget based on school and LMC missions, as well as short and long-term goals. *AP1/AP10 <input type="checkbox"/> Complete budget based on program and collection evaluation and developed with teacher/student input. *AP1/AP10/AP11 <input type="checkbox"/> LMC staff proactively requests meeting with administration to explain and justify requests based on available data. *AP2/AP10 <input type="checkbox"/> Budget is adequate to meet needs. <input type="checkbox"/> State and local funds are represented proportionally. <input type="checkbox"/> Monies from fund-raisers (book fairs, bake sales, etc.) are used to supplement (not supplant) the LMC budget.
Access	<input type="checkbox"/> Very limited access due to scheduled classes (Half or more of day LMC closed) <input type="checkbox"/> LMC is rigidly scheduled most of the time. <input type="checkbox"/> LMC is frequently closed for events such as testing, meetings, staffings, etc.	<input type="checkbox"/> LMC open before, after school and during lunch *AP9 <input type="checkbox"/> Flexible scheduling for maximum access throughout day *AP9/AP9 <input type="checkbox"/> Internet-delivered online resources for 365/24/7 access *AP12	<input type="checkbox"/> LMC open before school and during lunch with extended hours one or two days per week *AP9 <input type="checkbox"/> Flexible scheduling for maximum access throughout day *AP6/AP9 <input type="checkbox"/> Internet-delivered online resources for 365/24/7 access *AP12	<input type="checkbox"/> LMC open before school and during lunch with extended afterschool hours three or more afternoons per week *AP9 <input type="checkbox"/> Flexible scheduling for maximum access throughout day *AP6/AP9 <input type="checkbox"/> Internet-delivered online resources for 365/24/7 access *AP12
LMC Internet site	<input type="checkbox"/> No LMC website or static site and information (under construction) *AP12	<input type="checkbox"/> Basic information about the LMC provided by a LMC website and updated regularly. *AP12	<input type="checkbox"/> LMC website linked from school homepage and evident on the school homepage. *AP12 <input type="checkbox"/> LMC website organized to provide access to information to meet student and faculty needs. *AP12 <input type="checkbox"/> LMC website reflects mission of the program and primary program elements: reading, information literacy, and technology. *AP12	<input type="checkbox"/> LMC website linked from school homepage and evident on the school homepage. *AP12 <input type="checkbox"/> LMC website organized to provide access to information to meet student and faculty needs. *AP12 <input type="checkbox"/> LMC website reflects mission of the program and primary program elements: reading, information literacy, and technology. *AP12 <input type="checkbox"/> LMC website provides access to online databases from school and home. *AP12

Components	Entering	Developing	Advancing	Outstanding
Technology (information retrieval – production activities – television distribution)	<ul style="list-style-type: none"> <input type="checkbox"/> Few older or no workstations <input type="checkbox"/> No student production <input type="checkbox"/> Limited traditional audiovisual equipment (<i>i.e.</i>, listening and video) <input type="checkbox"/> No television distribution <input type="checkbox"/> No technology plan 	<ul style="list-style-type: none"> <input type="checkbox"/> Low student-to-workstation ratio for information retrieval (Internet access) *AP12 <input type="checkbox"/> Occasional student/teacher production activities *AP12 <input type="checkbox"/> Limited, but current audiovisual equipment *AP12 <input type="checkbox"/> Peripherals available to students and teachers (for example, printers, audio and visual recording devices). *AP12 <input type="checkbox"/> Television distribution system (1 to 2 channels) *AP12 <input type="checkbox"/> LMC technology plan *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate student-to-workstation ratio for information retrieval (high-speed Internet access) *AP12 <input type="checkbox"/> Computer hardware available for checkout *AP12 <input type="checkbox"/> Adequate student-to-workstation ratio for production activities *AP12 <input type="checkbox"/> Special needs workstation *AP12 <input type="checkbox"/> Adequate, current audiovisual equipment provided *AP12 <input type="checkbox"/> Peripherals available to students and teachers (for example, printers, audio and visual recording devices). *AP12 <input type="checkbox"/> Software to meet student/teacher production needs *AP12 <input type="checkbox"/> Television distribution system (1 to 2 channels) *AP12 <input type="checkbox"/> Limited television studio *AP12 <input type="checkbox"/> LMC technology plan integrated into school's plan with refresh cycle every 5 years *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Low student-to-workstation ratio for information retrieval (high-speed Internet access) *AP12 <input type="checkbox"/> Computer hardware available for checkout *AP12 <input type="checkbox"/> Low student-to-workstation ratio for production activities – hardware available for checkout *AP12 <input type="checkbox"/> Special needs workstations as needed *AP12 <input type="checkbox"/> Current audiovisual equipment provided as needed by instructional program *AP12 <input type="checkbox"/> Peripherals available to students and teachers (for example, scanners, printers, digital cameras, audio and visual recording devices, digital editing hardware and software, DVD burners, and digital projectors). *AP12 <input type="checkbox"/> LMC models the innovative technologies and use of technologies *AP12 <input type="checkbox"/> Television distribution system (3 or more channels) *AP12 <input type="checkbox"/> Complete television studio *AP12 <input type="checkbox"/> LMC technology plan integrated into school's plan with refresh cycle every 3 years *AP12
Technology (management)	<ul style="list-style-type: none"> <input type="checkbox"/> Automated circulation system planning in-progress *AP12 <input type="checkbox"/> Online catalog (OPAC) planning in-progress *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Automated circulation system functional *AP12 <input type="checkbox"/> Online catalog (OPAC) functional – available in LMC *AP12 <input type="checkbox"/> SUNLINK available to students and teachers *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Automated circulation system functional *AP12 <input type="checkbox"/> Online catalog (OPAC) functional – available on Intranet *AP12 <input type="checkbox"/> Electronic sources accessed for reviews and purchasing *AP12 <input type="checkbox"/> E-mail used to communicate with teachers and administrators *AP2/AP12 <input type="checkbox"/> SUNLINK promoted and available to students and teachers; Interlibrary Loans initiated upon request. *AP12 	<ul style="list-style-type: none"> <input type="checkbox"/> Automated circulation system functional – latest version of software *AP12 <input type="checkbox"/> Online catalog (OPAC) functional – available on Intranet and Internet – latest version of software *AP12 <input type="checkbox"/> Electronic sources accessed for reviews and purchasing *AP12 <input type="checkbox"/> E-mail used to collaboratively plan with teachers *AP2/AP10/AP12 <input type="checkbox"/> E-mail used to communicate with colleagues *AP2/AP12 <input type="checkbox"/> SUNLINK used by students and teachers and Interlibrary Loan requests honored. *AP12
Program evaluation	<ul style="list-style-type: none"> <input type="checkbox"/> No LMC program evaluation 	<ul style="list-style-type: none"> <input type="checkbox"/> Circulation and attendance statistics collected. *AP1 	<ul style="list-style-type: none"> <input type="checkbox"/> Data from automated systems used for planning purposes. *AP1/AP10/AP12 <input type="checkbox"/> Surveys of teachers and students and needs assessments conducted to collect data. *AP1 	<ul style="list-style-type: none"> <input type="checkbox"/> Data from a variety of sources, including the automated systems, used for making strategic decisions for LM programming. *AP1/AP10/AP12 <input type="checkbox"/> Input collected from students, teachers, and parents via surveys, interviews, and focus groups. *AP1

Environment				
Effective library media programs provide an inviting, accessible and stimulating environment for individual and group use that share resources across the learning community.				
Components	Entering	Developing	Advancing	Outstanding
Facility	<input type="checkbox"/> No school library media facility Or <input type="checkbox"/> No flexibility in design – access for one class with no space for individual student use <input type="checkbox"/> Is not ADA compliant	<input type="checkbox"/> Limited flexibility in design – access for one class with no space for individual student use <input type="checkbox"/> Meets ADA compliancy regulations	<input type="checkbox"/> Large, flexibly designed facility – access for one or more classes with adequate space for individual student use <input type="checkbox"/> Meets ADA compliancy regulations	<input type="checkbox"/> Very large, flexibly designed facility – access for one or more classes with space for production and presentations <input type="checkbox"/> Meets ADA compliancy regulations
Furniture	<input type="checkbox"/> No appropriate library furniture Or <input type="checkbox"/> All large library tables	<input type="checkbox"/> Large library tables with leisure seating	<input type="checkbox"/> Small and large library tables, leisure seating, computer furniture	<input type="checkbox"/> Small and large library tables for flexibility, leisure seating, ergonomic computer furniture, production
Climate	<input type="checkbox"/> Quiet single class activities most frequent usage <input type="checkbox"/> Unattractive, disorganized, not maintained <input type="checkbox"/> Students/teachers do not feel welcome.	<input type="checkbox"/> Orderly single class and independent student learning activities occur. *AP9 <input type="checkbox"/> Clean and functional, but few current displays *AP9 <input type="checkbox"/> Students and teachers welcome, but do not initiate visits to LMC. *AP9	<input type="checkbox"/> Variety of multiple simultaneous student learning activities occur. *AP9 <input type="checkbox"/> Appropriate, colorful, current displays changed frequently. *AP9 <input type="checkbox"/> Students regularly visit LMC to read and conduct research. *AP9 <input type="checkbox"/> Climate described as active and conducive to study and research. *AP9	<input type="checkbox"/> Variety of multiple simultaneous student learning activities regularly occur. *AP9 <input type="checkbox"/> Appropriate, colorful, current displays coordinated with curricular agenda and student interests. *AP9 <input type="checkbox"/> Students and teachers regularly visit LMC to read, conduct research, and produce projects. *AP9/AP12 <input type="checkbox"/> Climate described as exciting, active and conducive to study and research. *AP9
Advocacy				
The library media program and its initiatives are promoted throughout the learning community.				
Components	Entering	Developing	Advancing	Outstanding
In-school	<input type="checkbox"/> No school communication	<input type="checkbox"/> No reports sent to administration. <input type="checkbox"/> Informal communication to teachers/students concerning LMC policies and procedures. *AP2 <input type="checkbox"/> LMC webpage available *AP12	<input type="checkbox"/> Annual statistical report sent to administration. *AP1/AP2/AP12 <input type="checkbox"/> Monthly meeting with administration *AP2 <input type="checkbox"/> Teacher/student handbooks distributed. *AP2 <input type="checkbox"/> LMC Internet homepage on school server. *AP2/AP12 <input type="checkbox"/> LMC webpage aligned with curricular and recreational needs, reflects mission, and is easy to access. *AP2/AP12	<input type="checkbox"/> Monthly or nine-week and annual statistical reports to administrators. *AP2/AP12 <input type="checkbox"/> Monthly meeting with administration *AP2 <input type="checkbox"/> Teacher/student handbooks distributed. *AP2 <input type="checkbox"/> LMC website aligned with curricular and recreational needs, reflects mission, and is easy to access. *AP2/AP12 <input type="checkbox"/> E-mail message reminders/announcements distributed. *AP2/AP12 <input type="checkbox"/> In-house newsletters/brochures distributed. *AP2/AP12

Components	Entering	Developing	Advancing	Outstanding
Parents/ community	<input type="checkbox"/> No communications outside of school	<input type="checkbox"/> Parallel program/activities to schoolwide agenda provided; coordinated with schoolwide agenda. *AP10/AP11	<input type="checkbox"/> LMC parent involvement activities coordinated with teachers, administrators, and SIP initiatives (<i>i.e.</i> , parent workshops and reading motivation activities and Internet resources for parents). *AP2/AP10/AP11 <input type="checkbox"/> Students and teachers have an awareness of resources and services of the local public library. *AP11/AP12	<input type="checkbox"/> LM parent involvement activities collaboratively planned with teachers, administrators, and SIP initiatives (<i>i.e.</i> , parent workshops and reading motivation activities and Internet resources for parents). *AP2/AP10/AP11 <input type="checkbox"/> Local public librarians work collaboratively with LM program to provide resources and services to students, teachers, and parents. *AP10/AP12
Professionalism District/State/ National	<input type="checkbox"/> No involvement	<input type="checkbox"/> District level involvement with professional organization. *AP3 <input type="checkbox"/> Reads professional literature *AP3	<input type="checkbox"/> District and/or state level involvement with professional organizations. *AP3 <input type="checkbox"/> Reads professional literature *AP3 <input type="checkbox"/> Communicates with peers and other professionals via listservs, writing for publication, presentations *AP3/AP12	<input type="checkbox"/> District, state and/or national level involvement with professional organizations. *AP3 <input type="checkbox"/> Enhances the profession through contributions to listservs, committees, publications, conference presentations, etc. *AP3/AP12