

**Lowell Elementary Media Center**  
**MSD of Warren Township**  
**Indianapolis, Indiana**

**Mrs. Susan M. Howard, Principal**  
**Mr. Carl A. Harvey II, Media Specialist**  
**Ms. Cathy Fusco, Media Assistant**

**AASL School Tour 2001**

**Welcome to Lowell Elementary**

- **Oldest School in MSD Warren Township**
  - 1827 - first school in the area
  - 1914 - school built on present site, named Lowell Elementary
  - 1964 - new structure built
  - 1987 - renovation
- **C.I.A.S.S. School**

**Welcome to Lowell Elementary**

- **Home to 575 students in grade K-5**
- **Home to 35 teachers, 2 administrators, and 20 support staff members**
- **Special Services to:**
  - **EXCEL - Gifted & Talented Education**
  - **Self-Contained Special Education**
- **Year Round Calendar**

**Special Facilities at Lowell**

- **Outdoor Lab Learning Environment**
  - Log Cabin
  - Pond
  - Trail
  - Butterfly & Herb Gardens
  - Garden Boxes
- **Leopard Spot Literacy Room**
- **WLOW Studios**

**History of Media Staffing**

- **Warren Township previously had 1 to 2 media specialists for the 10 elementary schools. A media assistant was assigned to each building.**
- **In 1997, the district hired 5 media specialists with each media specialist covering 2 buildings.**

**History of Media Staffing**

- **In 1999, the district hired full time media specialists for each elementary school and continued to staff each with a full time media assistant.**
- **In 2000, the district hired Computer Support Technicians (assistant level position) who report to the Chief Information Officer. They serve as technology support for the building.**

**History of Media Staffing**

- **The district STRONGLY supports Open Access Media Centers and to accomplish that objective, it requires a full time assistant to cover circulation of books freeing the media specialist to collaborate with instruction.**

**Schedule**

- **Lowell Elementary operates on an open access schedule. Students can come at ANY time for check out of materials, small reference questions, or to work in small groups.**
- **The teachers and the media specialist collaborate to create projects using classroom curriculum, information literacy skills, and technology.**

**Schedule**

- **Projects are scheduled based on need. Media is NOT part of a fixed special schedule.**
- **The Open Access Schedule came to Lowell in 1999 replacing a set schedule of story and checkout. While there were adjustments, overall it was received very well and teachers have no desire to go back to the old schedule.**

### Schedule

- Computer Lab also is set-up on an open access schedule.
- Teachers are able to sign up 2 weeks in advanced.
- Teachers are very flexible in working with one another to find times so everyone can have access to the computer lab.

### Program Elements

- **MAIN FOCUS: Co-Planning / Co-Teaching**
  - Log
  - Information Literacy Standards Correlation with Indiana Academic Standards
  - Projects come from teacher and/or media specialist ideas and we work together to expand them to include technology elements.

### Program Element

- **Read Across the City**
  - Collaboration between 3 year round elementary schools in MSD Warren and 2 year round elementary schools in MSD Pike.
  - City Friends focuses on communication skills.
  - Based on NEA's Read Across America Campaign.

### Program Elements

- **WLOW Video Studio**
  - Opened in 2000
  - Digital Technology / Computer Editing
  - Funded by School Report Card and Lowell PTA
  - Home of weekly morning announcements
  - Other collaborative projects

### Computers

- 31 seat computer lab with data projector and SmartBoard.
- 4 student and 1 teacher computer per classroom. (District Wide K-12 Model)
- Computers are on a cycle to be refreshed. Recently 130 machines replaced and all upgraded to Windows 2000.
- District approved Software List

### Program Element

- **Webpage Development**
  - Lowell has put a heavy emphasis on students creating projects that could be posted on the web.
  - Parental permission required.
  - <http://www.warren.k12.in.us/Lowell/>
  - We believe our webpage is a strong communication tool with parents and the community.

### Program Element

- **LITEing the Way**
  - Technology Staff Development
  - Project Based
  - Designed to be done when convenient for teachers.

### Program Element

- **Technology Integration**
  - Project based
  - Technology is a TEACHING TOOL, not a curriculum.
  - Software includes: Hyperstudio, Inspiration, Microsoft FrontPage, Kid Pix
  - Digital cameras, scanners, SmartBoards, and other technology equipment available.

### Program Element

- **Leopard Spot**
  - **Leveled Reading Sets**
    - Funding from Lowell PTA, School Report Card
    - New books ordered, donations from classrooms, multiple copies from Media Center.
  - Cataloged in Athena
  - Check out as sets
  - Plans to expand with other literacy resources, book making equipment in years to come.

### **Program Element**

- **Young Hoosier Book Award Program**
- Sponsored by AIME / ILE
- K-3 List (read to students)
- 4-6 List (students read independently)
- 20 Nominees on each list
- Incentives
- I'm the next General Chair of the program beginning in April 2002.

### **Program Element**

- **Author / Illustrator Visits**
- Important to connect students to writers and illustrators to increase student interest in reading and writing!
- Jim Aylesworth, Will Clay, Barbara Greenwood, and Phyllis Reynolds Naylor have all visited.
- Kids Ink Bookstores - incredible resource for books and author connections!

### **District Services**

- **K-12 Media Team Coordinated by:**
- Dr. Jeff Swenson, Associate Superintendent for Secondary Education
- **Goal of K-12 Team: Integrating Big6 into our program.**
- **District Video Collection**
- **Software and Hardware Issues:**
- Mary Kay Hunt, Chief Information Officer