Prince William County Public Schools' K-12 Summer Reading Program

Prince William County Public Schools are required to develop a summer reading program. The program includes developing a suggested summer reading list by grade level. The school's reading suggestions should be the result of collaborations by classroom teachers, librarians, reading teachers, and language arts chairs. The purpose of the Summer Reading Program is to encourage students to enjoy quality literature and to continue developing their independent reading skills. Student participation in the program is voluntary. Students who choose to participate in the program are required to complete a minimum number of readings over the summer.

Communicating the Summer Reading Program

Each school will communicate the summer reading suggestions for each grade level to students, parents, the public library, and area bookstores. Summer reading suggestions will be included on each school's web site.

Transfers

Transfers from schools within Prince William County will be required to complete the summer reading requirements either from the previous school or the new school by the end of the first week of school. August transfers from schools outside Prince William County will have thirty days to complete the summer reading program requirements.

Specialized Courses

The summer reading requirements for participants in Advanced Placement courses, the Cambridge Program, the International Baccalaureate Programme, and the International Baccalaureate Middle Years Programme operate within this requirement. The summer reading requirements for these courses assist in preparing students for achieving success on standardized assessments unique to the identified programs. Content area teachers shall collaborate and develop reasonable summer reading expectations for students across advanced courses.

Guidelines

Guidelines for developing school lists, for documenting student completion of the summer reading requirements, for communicating the lists, along with guidelines for meeting time lines are detailed on the pages which follow.
The principal and Area Superintendent are responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2010.
GUIDELINES FOR DEVELOPING LOCAL SCHOOL SUMMER READING PROGRAM:

**Purpose:** To encourage students to enjoy quality literature and to continue developing their independent reading skills.

Maintain a suggested list of subjects, genre, authors or titles per grade level. The list should include a minimum of ten titles, authors and/or themes per grade level for Grades 9-12; fifteen per grade level for Grades 6-8; twenty per grade level for Grades 3-5; and twenty-five per grade level for Grades K-2.

Students in Grades 6-12 are required to read a minimum of two books. Students in Grades 3-5 are required to read a minimum of three books. Students in Grades K-2 are required to read a minimum of five books.

Consider titles, authors, genre and subjects appropriate for independent reading. Titles, authors, genre, and subjects that require teacher direction and content supervision should be carefully reviewed before being included on the summer reading suggestions.

Titles, authors, and subjects being included on grade level lists must have been reviewed by a minimum of two staff members. This scrutiny of materials is needed to make certain that we are recommending titles, authors, and subjects that are appropriate in content, for age of student, and in reading level.

Annotations for titles, authors, and/or themes should be written to give students and parents a clear description of the text's content, including language and sensitive issues. These descriptions of titles, works of an author, or themes should help students and parents in selecting materials for reading.

In the case of suggested titles, consult sources such as amazon.com to make certain that titles are available.

Encourage students to participate in the Prince William County Public Library Summer Reading Programs.
**Guidelines For Documenting Students' Summer Reading:**

**Purpose:** To assist students in documenting their reading.

Students in Grades K-4 will complete a list of books read. The documentation is to include the name of the author, the title of the book, and a parent or guardian statement that the student has completed the reading.

For Grades K-4 students who participate in Prince William County Public Library's Summer Reading Program, the Public Library documentation will apply.

Students in Grades 5-12 will provide the author, title, publishing information, and an explanation of the general topic or plot of the book, along with a parent or guardian statement that the student has completed the reading.

The format to use in recording the bibliographic information includes the name of the author, the title of the book, the location and name of the publisher, and date of publication. Example:


For Grades 5-12 students who participate in Prince William County Public Library's Summer Reading Program, the Public Library documentation will apply.

Suggested strategies to assist students in recording their reading must be provided in the "Note-keeping Strategies" section of the school's summer reading list. The purpose is to enable students to retrieve information from their reading.

**Guidelines For Rewarding Student Completion of Summer Reading:**

**Purpose:** To provide incentive for students to complete summer reading.

Students in Grades K-2 will receive an extra S+ for each book completed, for a total of five.

Students in Grades 3-5 will receive an extra A (100) for each book completed, for a total of three.

Students in Grades 6-8 will receive an extra A (100) for each book completed, for a total of two. Extra credit for grades K-8 will count 10% of a student's grade in the affected marking period.

Students in Grades 9-12 who complete two books will receive two percentage points added to their final 9 weeks' grade in the affected marking period.

Completion of the summer reading will be recorded for students by the end of the second week of school.
This information should be provided in the "Explanation of Extra Credit" section. The purpose is to let students know exactly the benefits of completing the summer reading.

**Guidelines For Communicating the Requirement:**

**Purpose:** To provide students, parents, public libraries, and bookstores with information needed for successful implementation of the summer reading program.

Schools shall advertise their reading lists by following these requirements:

A. Distribute and discuss suggestions with students. Address the needs of non-English speaking students and students in special education.

B. Provide complete summer reading program suggestions to the school's main office and guidance department. Include a contact person and phone number.

C. Publish summer reading suggestions in school newsletters.

D. Distribute the school's summer reading suggestions to area bookstores and Prince William County public libraries. Include the school contact person and phone number.

E. Advertise the summer reading suggestions on home pages and homework hotlines. Include summer reading suggestions in kindergarten registration packets.

F. Advise preschools of the kindergarten suggestions. Middle and high schools should provide copies of summer reading requirements to rising sixth and ninth graders.

G. Incorporate an explanation of the summer reading program in the tours conducted for rising sixth and ninth grade students.

H. Add the summer reading program to school handbooks.
Guidelines For Making Books Accessible To All Students:

**Purpose:** To facilitate the completion of the summer reading requirements by all students.

Determine students who may need financial assistance and make plans for providing that assistance. Organize book swaps before the school year ends.

Allow students to check out books from the school for a designated period of time if the school has them available.
Guidelines For Developing Local School Time Lines:

**PURPOSE:** To provide orderly and timely information on Prince William County Public Schools’ Summer Reading Program.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Include a reminder of the summer reading suggestions in “welcome back” newsletter or other communication to students and parents.</td>
</tr>
<tr>
<td>September</td>
<td>Summer reading is due by the end of the first week of school. Within the first two weeks of school, provide extra credit for students who have participated in the summer reading program.</td>
</tr>
<tr>
<td>October</td>
<td>Review the previous year’s suggestions for summer reading and revise as needed.</td>
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<tr>
<td>November-February</td>
<td>Finalize revisions. Evaluate the summer reading program in light of your school’s documented independent reading program for students. Develop a year-long independent reading program for students.</td>
</tr>
<tr>
<td>March</td>
<td>Communicate summer reading suggestions to public libraries and bookstores.</td>
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<tr>
<td>April – May</td>
<td>Begin communicating summer reading suggestions to students and parents.</td>
</tr>
<tr>
<td>June – August</td>
<td>Provide summer reading suggestions to transfer students.</td>
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