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| **Name of Grant Program:** Systems for Student Success Initiative | **Fund Code:** 248 |

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| PART III – REQUIRED PROGRAM INFORMATION |

**SFSS IMPLEMENTATION GRANT APPLICANTS:**

***For districts that have already participated in the SfSS Action Planning process (****Fall River, Framingham, Lowell, New Bedford, Pittsfield, Salem, Somerville, Springfield, Waltham, and West Springfield****):*** *Your proposal should respond to the questions below in four to seven (4-7) pages or less (please submit your action/implementation plan and the team composition table as appendices).*

**1. Confirmation of School Participation**

Please report which schools will be working on implementing your SfSS plan. If applicable, please specify if there have been any changes (additions or subtractions) and the rationale for those changes.

**2. Your Action Plan**

Please attach a copy of your [SfSS action plan](https://drive.google.com/file/d/0B-KLa6_0-aNPalFESkJraE1ZN3c/view?usp=drive_web) for the work you propose. Districts who received implementation funding last year should send their current/updated plan.

**3.  System Changes & Impact on Students and Adults**

SfSS is particularly focused on fundamentally changing “the way we do school” (i.e., core district and school systems, policies, role expectations, etc.) as opposed to simply adding new programs or strategies. These systems changes should result in improved experiences and outcomes for students and adults (administration, staff and parents). In the table below, please describe the key systems that are/will be changing through your SfSS efforts and how those changes will impact students and/or adults.

You can use this tool - “[System Change and the 4Rs](https://drive.google.com/open?id=0B-KLa6_0-aNPWkNidC1oNkVqMFU)” - to help you reflect on aspects of your district and school systems that will work differently going forward (what rules, roles, relationships, and resources will change and how).

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| **System of Focus (which specific area under 4Rs)** | **Description of Changes To Be Made** | **Impact on / Changed Experience for Students and/or Adults** |
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**4. Key Outcome Metrics**

In addition to changing the qualitative experiences of students and adults, this work should ultimately have an impact on student and school performance. Using the table below, please identify a minimum of two student-related measures/metrics that you believe will be impacted by your SfSS work and describe how and when they will be measured and reviewed. Example outcome metrics might include: academic performance, measures of academic engagement, school climate indicators (e.g., results on climate surveys), behavior and discipline rates, attendance/chronic absenteeism, special education referral and placement rates, etc. You are particularly encouraged to analyze this data for disparities between sub-groups where relevant.

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| **Metric** | **How Measured** | **Current Data/Rates (Aggregate & Sub-Group if Applicable)** | **How & When Data Will Be Reviewed/Used** |
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**5.  Leading & Managing the Work**

This work typically involves a variety of moving pieces and parts. Summarize your strategy for leading SfSS work and provide information about your district/school team. Please be sure to address the following:

* Describe your overall approach to leading and managing implementation efforts.
* How will you organize your district team?
  + Who will be involved? How often will they meet?
  + At both the district and school levels, how will you embed this work into an existing team/management structure or link to a new team structure?
* How will you monitor and reflect on progress throughout the year?

In addition, please attach a list the core members of your district team and indicate who will represent your team at our two (2) cross-district SfSS meetings (schedule for November 1st and April 10th):

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| Name | Role/District/School (if applicable) | Email | Attending 2 Cross District Meetings? (y/n) |
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**5. Use of SfSS Funds / Budget Narrative**

Please provide a brief budget narrative to describe your proposed costs and how they connect to your implementation efforts. Be sure to explain how recurring costs (e.g., annual license for a survey platform or SEL curriculum materials) would be covered after the grant period.

**6. Other Responses to SfSS Action Plan Feedback**

Please feel free to respond to any feedback you received from ESE on your SfSS work so far if you feel you haven’t already addressed it in your action plan or responses to other RFP questions.

**7.  Lead Contact**

Provide the name, title, email, phone number, and address of the person who will serve as the lead for this project.

***For districts that have not yet participated in the SfSS Planning process but want to apply for an implementation grant:*** *Please respond to these questions in nine (9) pages or less (please submit your action/implementation plan and the team composition table as appendices):*

**1.  District/School Action Planning Process**

Describe your planning process:

* Who was involved (names, titles/roles, school - if applicable)?
* Which schools participated in your action planning process and why were they selected?
* How often did you meet and over what timeframe? What steps were involved?
* What data did you review to identify and prioritize the challenges/barriers to learning?
* What conclusions did you draw based on that review?
* Do you plan to add participating schools for implementation?  If so, which schools and why?

**2. Your Action Plan**

Please include a copy of the action plan as an appendix for the work you propose. Your plan should include:

* The priority challenges/barriers to learning you want to target
* Evidence that supports your selection of each targeted challenge/barrier (specific data points that illustrate the issue)
* The root causes of each targeted challenge/barrier - your analysis of the key factors causing or contributing to the challenge/barrier
* Impact on target outcomes: which outcomes will change and by how much; SFSS is particularly focused on outcomes including: academic performance, academic engagement, school climate, behavior and discipline, attendance/chronic absenteeism, special education identification and placement rates, etc.
* The systems or strategies you will use to address each challenge/barrier
* Key action steps for implementing each system change or strategy, who will be responsible, and your proposed timeline.
* Infrastructure/systems that need to be developed or adapted to support the work (e.g., policy changes, role shifts, resource needs, teaming structures, etc.) ***\*\*Note: Question #3 asks for you to elaborate on this component.***

Your plan should include school and district level systems/strategies. If participating schools will target different challenges/barriers or use different strategies to address a common challenge/barrier, your plan should clearly indicate this (e.g., separate section for each school and district or other method for identifying each school and the district).

You may use your own action plan format, provided it includes the required information, or you may use this [SFSS Action Plan template](https://drive.google.com/open?id=0B-KLa6_0-aNPalFESkJraE1ZN3c).

**Questions #3-7 (*see above – same questions asked of districts that have participated in SfSS planning*)**

**SFSS PLANNING GRANT APPLICANTS:**

Your proposal should respond to the questions below in seven (7) pages or less.

**1. Rationale**

Explain why you want to participate in the SfSS Planning process.

* What results do you hope to see from participating in this work?
* How does this opportunity intersect with district/school needs and priorities?
* Why does it make sense to engage in this process now? Are there particular issues, questions, or aspects of school or district improvement that you want to address? Where does this work fit into the district improvement plan?

**2. District/School Action Planning Team**

Describe the team that will participate in your SfSS action planning process:

* Which schools will participate and why were they selected?
* Who will be involved in the SfSS action planning process? (please attach a list of team members to your proposal with their roles and email addresses )
* What is your team approach? Will this planning process be folded into an existing team or will you create a new district/school planning team(s)? Note: MA ESE/SMI will facilitate two (2) local planning sessions which should involve your full team (both district and school staff).
* Who will represent your schools/district at the two (2) SfSS cross-district meetings (scheduled for November 1st and April 10th)?

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| Name | Role/District/School (if applicable) | Email | Attending 2 Cross District Meetings? (y/n) |
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**3. Current Efforts**

Summarize any efforts currently underway or starting this year that relate to this RFP (see RFP Purpose); for example, implementation of PBIS, SEL curriculum, use of school climate surveys, etc.

**4. Data**

As part of this project, districts will analyze data on academic performance, academic engagement, school climate (perspectives of students, staff, and parents), behavior/discipline, family engagement, special education identification and placement rates, and student support.

What data do you currently collect in these areas (beyond academic performance)? Use the chart below to summarize.

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| **Data Type** | **Additional Info (e.g., what, frequency, how used)** |
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**5. Budget Narrative**

Please provide a brief budget narrative to describe your proposed costs and how they connect to your planning efforts.

**6. Anticipated Learning Needs**

As you think about this work, is there anything you already know your team will want or need to learn more about?

**7. Lead Contact**

Provide the name, title, email, phone number, and address of the person who will serve as the lead for this project.