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| **Name of Grant Program: *From Research to Practice: Evidence-Based Early Literacy* Fund Code: 734** |

PART IV – ASSURANCE FROM EACH PARTICIPATING SCHOOL

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| ***Signatures may be added digitally***.  For instructions to create a digital signature please go to <https://tinyurl.com/y94xdtfl>.  Please note, if scanning the signature is not an option, the process can be replicated using a photo of the signature.  Additionally, the document will need to be emailed to each participant separately for their signature. |

This statement must be **reviewed and signed** by the Principal and **all** participating members of the Early Grades Literacy Grant team.

# As Principal, I assure the Massachusetts Department of Elementary and Secondary Education that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School commits to abiding by the tasks indicated in the Request for Proposals and below.

# In order to create a deep change in instruction, assessment and professional learning, the school-based leader commits to:

1. Dissemination of all grant activities and information.
2. Establishing a leadership system for the school-based literacy team, to ensure successful implementation of evidence-based early literacy practices, assessment administration, progress monitoring and data analysis in grades K-3.
3. Providing DESE with screener data reports three times throughout the year.
4. Dedicating time in the school day, including common planning and professional learning time as needed and afterschool time for 385 hours of work with an early literacy consultant (e.g., planning, modeling, coaching, coteaching, data meetings, professional learning).
5. Developing measurable, quarterly, school-based goals and action steps with the school-based literacy consultant.
6. Providing high-quality, evidence-based instructional materials and assessments and training to K-3 staff.
7. Quarterly meetings between the school-based, grant leader and literacy consultant to focus on developing measurable, school-based goals and action steps.

**The designated school-based team (administrator and grade K-3 teachers) commits to:**

1. Attending all professional development activities: webinars, two (2) full-day, statewide literacy institutes, three (3) full-day, regional meetings and eight (8) afterschool professional learning sessions facilitated by the literacy consultant and grant team as required by the grant.
2. Implementing high-quality reading materials and evidence-based foundational practices and resources presented in the grant program
3. Administering evidence-based screener and progress monitoring to **all students** in the participating grades.
4. Participating in data-driven decision making with the support of a literacy consultant.
5. Participating in a school-wide, grades K-3 pre-and post-survey and focus groups or individual interviews to gauge teacher learning and progress.
6. Showcasing school-based, implementation work at a full-day regional meeting.
7. Presenting one Edcamp as a team at one regional meeting.
8. Hosting visits by DESE staff to observe implementation of the grant program.

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| **School:**  **School Address:**  **Phone Number:** | | **Date:** | |
| *Create a committed team (no more than six members) consisting of teachers from each of the target grade levels (K-3 or K-2 depending upon school makeup, or K/1) and one school-based leader responsible for early literacy instruction.* | | | |
|  | **Name** | | **Signature** |
| **Principal** (required) |  | |  |
| **Teacher(s) K** |  | |  |
|  | |  |
|  | |  |
| **Teacher(s) 1st** |  | |  |
|  | |  |
|  | |  |
| **Teacher 2nd** |  | |  |
| **Teacher 3rd** |  | |  |
| **Other:** Coach, SWD or EL teacher |  | |  |

**\*Up to ten (10) additional members who elect to participate in the eight (8) school-based, after school, professional learning opportunities.**

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|  | **Grade Level/ Position** | **Teacher Name** | **Signature** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |
| **6.** |  |  |  |
| **7.** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |