## Massachusetts Department of Elementary and Secondary Education FY2022

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

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| PART IV – SCHOOL ASSURANCE FORM |

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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.  |

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.

# 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 to all teachers in kindergarten through grade 3.
2. Maintaining a leadership system for the school-based literacy team, to ensure successful implementation and dissemination of evidence-based early literacy practices, assessment (screening and progress monitoring) and data analysis in grades K-3.
3. 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).
4. Developing measurable, school-based goals and specific action steps with the school-based literacy consultant in October 2021 and February 2022.
5. Providing high-quality, evidence-based instructional materials and assessments and training to K-3 staff.
6. Regularly scheduled meetings (weekly or bi-weekly) between the school-based, grant leader and literacy consultant to focus on progress towards the school-based goals.
7. Meeting with the DESE representative twice during the school year to discuss grant implementation.

**The designated school-based team 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. Hosting visits by DESE staff to observe implementation of the grant program.

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| **School:****School Address:****Phone Number:** | **Date:** |
| *Grant team (****no more than six members****) consisting of teachers from each of the target grade levels (K-3 or K-2) 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 10 additional members to participate in the 8 school-based, after school, professional learning sessions.***

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