## Massachusetts Department of Elementary and Secondary Education FY2023

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| **Name of Grant Program:** Implementation and Sustainability: Evidence-based Early Literacy  | **Fund Code:** 734b  |

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| PART IV – SCHOOL DISTRICT ASSURANCE FORM |

As Superintendent, I support the participation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School in the Early Grades Literacy grant as outlined below:

1. I will ensure that the principals, involved teachers, and district and/or school-based literacy coaches (if applicable), participate in all grant activities.
	* **District Administration/School-Based Leadership**
		+ participate in classroom walkthroughs to observe and collect evidence of evidence-based, inclusive, culturally responsive, early literacy instruction using a consistent observation tool
		+ distribute and complete a pre-and post-survey (October 2022/May 2023). All teachers in grades K-3, coaches and school-based leaders will complete the pre-and post-survey.
		+ engage in data-driven decision making during scheduled data meetings (a minimum of three times/year)
		+ meet collaboratively with the literacy consultant (at a minimum once per month)
		+ attend quarterly, 90-minute, administrator round-tables
		+ provide composite data to the DESE in January 2023 and June 2023
	* **Teachers and Coaches**
		+ engage in embedded coaching and professional learning provided by the school-based literacy consultant
		+ complete the pre-and post-survey (October 2022/May 2023)
		+ collaboratively plan with the school-based literacy consultant
		+ engage in data-driven, decision-making a minimum of three times per year
		+ progress monitor students who are below benchmark
		+ meet with the school-based literacy consultant during PLCs, staff meetings, grade-level meetings, etc.
2. I will cooperate with the Department of Elementary and Secondary Education (DESE) in the evaluation of the project.

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| **School District:** |  |
| **Typed Name of Superintendent:** |  |
| **Superintendent’s Signature:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Date:** |  |