## Massachusetts Department of Elementary and Secondary Education FY2024

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| **Name of Grant Program:** Research to Practice: Evidence-based Early Literacy  Continuation 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, that 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(s) Name(s)) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School commits to abiding by the tasks indicated in the Request for Proposals and below.

1. Develop measurable, attainable, short-term, school-based goals and action steps in November, March, and May with the support of the consultant.
2. Implement high-quality core instructional materials
3. Screen and progress monitor using DIBELS 8th edition
4. Use data to plan evidence-based, instruction that meets the needs of all students
5. Commit to assessing all students in the participating grade band three times per year
6. Implement evidence-based, inclusive, and culturally responsive practices and resources presented in the grant program.
7. Participate in 2 full-day professional development days, one half-day, end-of-year Showcase, and disseminate the learning to all grade K-3 staff.
8. Lead the dissemination and implementation of evidence-based, inclusive, and culturally responsive early literacy practices, assessment administration, progress monitoring, and data analysis.
9. Dedicate time in the school day, including common planning time and PD time as needed, for 350 hours of work with an Early Literacy Consultant.
10. Host visits by DESE staff.
11. Participate in six (6), 90-minute, after-school PDs.
12. Plan and participate in one presentation on school implementation at an end-of-year Showcase.
13. Attend all grant meetings, two, face-to-face institutes, one, face-to-face, half-day Showcase, and six, 90-minute after-school meetings.
14. Participate in all required DESE-funded grant evaluation requirements, including meeting surveys, pre-and post-tests of knowledge and practice, and focus groups of participants chosen randomly by DESE.
15. Participate in four, 90-minute, administrator, round-table meetings each year. (Administrators only)

Principal Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **School Name**:  **School Address**:  **School Phone Number**: |
| *The grant team (****no more than six members****) consists of teachers from each of the target grade levels (K-3 or K-2) and one school-based leader responsible for early literacy instruction.* ***Note****: the school-based leader is part of the grant team but may not receive compensation. The grant funds six (6) grant team members.* |

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| **Grade/**  **Position** | **Name** | **Email** | **Signature** |
| **Teacher(s)**  **Kindergarten** |  |  |  |
| **Teacher(s)**  **Grade 1** |  |  |  |
| **Teacher(s)**  **Grade 2** |  |  |  |
| **Teacher(s)**  **Grade 3** |  |  |  |
| **Other: Teacher(s) SWD, EL, Coach** |  |  |  |

***Up to 32 additional members to participate in the six, 90-minute, school-based, after-school, professional learning sessions. Please provide the information for teachers who will be participating in the six, 90-minute afterschool meetings.***

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