



SCHOOL REDESIGN - EXPANDING LEARNING TIME TO SUPPORT STUDENT SUCCESS

FY10 IMPLEMENTATION PROPOSAL GUIDELINES

The School Redesign: Expanded Learning Time initiative intends to add at least 300 more hours to school schedules in order to:

- Provide students with more core instructional opportunity in math, literacy, science and other core subjects to support student achievement;
- Integrate enrichment and applied learning opportunities into the school day to motivate and engage students; and
- Provide educators with increased opportunity to plan together and to participate in professional development with other teachers and in collaboration with their partnering community-based organizations.

Any school interested in becoming an Expanded Learning Time (ELT) school in FY10 (School Year 2009-2010) can apply by submitting an ELT Implementation Proposal. The guidelines are attached. The narrative portion of the implementation proposals should not be longer than 12 pages per school. Please email completed proposals to Diane Beck at dbeck@doe.mass.edu. If you have any questions regarding the proposal requirements, please contact Sarah McLaughlin at 781-338-3589 or smclaughlin@doe.mass.edu.

ELT Implementation Proposal Due Dates Proposed 2009 Start-Up (FY10)	
<i>Preliminary Implementation Proposal</i>	July 31, 2008
<i>Final Implementation Proposal</i>	December 1, 2008

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IMPLEMENTATION PROPOSAL GUIDELINES

1. Overview (Narrative)

- Describe the district's and school's vision for the School Redesign: Expanded Learning Time initiative.
- How does this redesign initiative fit within the larger plan for improving student performance at both the school and district level? What will be the school-wide academic focus supported by the redesign?
- How will the district support the redesigned school(s) at the planning and implementing stage? Please describe the district and school's leadership and its capacity to lead this initiative. Please also describe the existing strengths at both the district and school level that will provide for successful implementation of a school redesign. Who will be the district representative charged with overseeing this initiative? Please explain your rationale for choosing this individual.

□ Teaching and Learning

▪ *Core Content Areas*

- Describe the learning experiences students will have in core content areas within the redesigned school schedule. How is this change connected to student needs? How has data informed the schedule decisions? How will this time be best used to maximize student learning to improve achievement and help students reach proficiency and beyond? How will this differ from current practice? Where a new teaching strategy is being implemented (such as project-based learning), what professional development will be provided to support teachers? How does this support the school-wide academic focus?

▪ *Enrichment Opportunities*

- Describe the learning experiences students will have in the proposed enrichment opportunities. How will enrichment courses be connected to the state standards and core content classes? Who will teach these courses? How will these courses be evaluated?
- Please describe the process by which new courses will be created. Who will create them? What is the timeframe for this creation? Will teachers have additional time to prepare for these classes? What will be different in the ELT school?
- Where external partners are providing instruction, please describe the rationale/criteria for partnering with them, and the supervision of these partners. If using external partners, please describe the opportunities for the partners to participate in professional development and/or collaborate with classroom teachers.

□ Expectations for Educator Learning and Collaboration

- How will the redesigned school day and/or year increase teachers' opportunities to collaborate?
- How will common planning time be utilized? What collaboration will exist within grade level teams, subject teams, or another configuration? How will common planning time differ from the previous practice? If common planning time will be new, please describe the support for teachers in how to best use this time.
- What oversight will exist for common planning time? What oversight will exist for instructional time – both core and enrichment?
- How will professional development be integrated into the redesigned day? How will this differ from current practices?

□ Expectations for Assessing the Effectiveness of the Program

- Describe the clear, measurable goals and benchmarks the district and schools will use to assess the effectiveness of the redesign implementation and its impact on improving student learning and achievement.
- Describe how this data will be analyzed to inform decisions in the school.

- **Community Impact of Expanded Learning Time**
 - Please describe your collaborative efforts with community-based organizations, afterschool providers and other potential partners, either during or after school. Please highlight any successes and/or challenges you have experienced in fostering these partnerships.
 - Have you identified families who need care for their children after school ends, during school closures/vacations and summer break? If yes, how have you addressed these needs?
 - Who else in your community may be affected by the change in the school schedule – local businesses, abutters, public transportation, etc – and how have you reached out to them about ELT?
 - What mechanisms/systems for communication between schools and after-school/out-of-school time providers is currently in place, or will need to be put in place, to ensure that providers are informed of the changes ELT may bring about for the children and families they serve?

2. Evidence of Support

- The implementation proposal should clearly indicate the involvement of teachers, parents, community members, and partner organizations in the planning process.
 - How have teachers been involved in the creation of this proposal?
 - Please provide an update on collective bargaining agreements at this time.
 - What is the anticipated teacher participation rate for the redesigned school? Will all teachers work the new longer day? How many teachers are anticipated to transfer?
 - What process has been used to communicate with and receive input from students and families about the redesigned school(s)? How has their support been gauged? What transfer options will be made available?
 - What process has been used to communicate with and receive input from the community about the redesigned school(s)? How has their support been gauged?

3. Action Planning

- In each of the categories below, provide information about the remaining action items that are needed in preparation for a redesigned school day/year. You may either include this as part of the narrative or create your own action plan that outlines the necessary actions.
 - Leadership
 - Teaching and Learning
 - Staffing
 - Professional Development and Collaborative Planning
 - Scheduling
 - Students and Families
 - Community Partnerships
 - After-School/Out-of-School Time Provider Outreach
 - Transportation
 - Other Supports

4. Proposed School Profiles and School Schedules (attached template)

- Please use the attached template to provide the required information for each school.

5. Financial Analysis (attached template)

- Please use the attached budget template, which assumes state funding of \$1300 per student. Where additional funds are required, provide the district's funding strategy for covering the costs.

SCHOOL PROFILES AND ANTICIPATED SCHOOL SCHEDULES

Directions: Complete one data profile for each proposed ELT school (forms are expandable).

School Information	
District	
School	
Principal Name	
Principal's email address	
District contact person	
District contact person email	
* Current School Enrollment (Specify where this data originates)	
** Proposed School Enrollment SY 09-10	
Current Grades Served	
** Proposed Grades Served SY 09-10	

* For the Preliminary Proposal, please use SY 2007-2008 data. For the Final Proposal, please use SY 2008-2009 data.

** This information should reflect students and grades that will be participating in the ELT initiative, which requires 300 additional hours than what is the average in the district.

Student School Year Schedule		
	* Current	Proposed SY 2009-2010
Days/Year		
# of Full School Days		
Full School day – start & end time		
Hours per full school day		
# of Partial School Days (i.e. early release)		
Partial School Days – start & end time		
Hours per partial school days		
Other – please explain		
Total Hours per School Year		

School Staffing				
	Current		Proposed SY 2009-2010	
	# FTE	Hours Per Week	# FTE	Hours per Week
Classroom Teachers; Core Subjects*				
Other Classroom Teachers**				
Specialist Teachers ***				
Paraprofessionals				
School-based staff working on curriculum and instruction (instructional coaches, curriculum leaders, etc.)				
Community partner staffing				

* Certified teachers with primary responsibility for teaching designated curriculum to established classes of students in a group instruction setting; include ELA, math, social studies, science FTEs

** Certified teachers with primary responsibility for teaching designated curriculum to established classes of students in a group instruction setting; include language, music, art, physical education FTEs

*** Certified teachers who provide individualized instruction to students (one to one or in small groups) to supplement the services delivered by the students' classroom teachers; include reading recovery, Title I reading specialists, special education, academic support, and language acquisition services.

Weekly Time on Learning at Redesigned School		
	Current Hours/Week	Proposed SY 2009-2010 Hours/Week
ELA		
Math		
Science		
Social Studies		
Other Academics (Example: foreign language, music, art, physical education, etc.)		
Student Enrichment Activities (specify)		
Common planning time (please add district/school definition of this time)		
Individual planning time (please add district/school definition of this time)		
Professional development (please add district/school definition of this time)		

Proposed Schedules in Redesigned School

Please submit a proposed weekly school schedule for students and a proposed weekly school schedule for faculty.