

To participate in the K-3 Plus program, the district and school will agree to the following:

Services with this grant of award for the K-3 Plus program will be provided only to approved school sites and made available to all students from kindergarten through third grade at those sites.

Assessment will be used to monitor student growth.

- ✦ Site administrators and district K-3 Plus Coordinators will work with STARS Coordinators to ensure accurate reporting of all K-3 Plus data; i.e. attendance, KOT rosters for teachers and students.
- ✦ Istation will be utilized weekly for reading reports, data analysis, and collaboration to support interventions to achieve 25 day K-3 Plus goals and show through data the impact of student learning.
- ✦ All kindergarten students in the K-3 Plus program will be assessed by the KOT during the 25 days of the program.
- ✦ Questionnaire is collected from sites and returned to PED within 3 weeks of completion of the program with authentic feedback and evidence of student learning. Feedback should include an analysis of the Istation ISIP summary report comparing first week of program with the end of program to support student growth.

Curriculum and instruction will be planned and implemented to promote student learning.

- ✦ The K-3 Plus program will start no earlier than two months prior to the beginning of the regular school year. At least 25 full additional days consisting of a minimum of 5.5 hours of instruction will be conducted, thus providing a 205-day school year for participating students. 20-day programs will consist of the same number of instructional hours reflected by multiplying five and one half hours per day by the required 25 days. (Only districts on a 4 day week during the regular school year can participate in a 20 day program).
- ✦ In order to maximize instructional time, there is only one field trip permitted during the 25 days of the program. The field trip must be approved ahead of time by the district, lesson plans must be reviewed prior to approval.
- ✦ Every effort will be made to recruit highly qualified teachers and have the students in each K-3 Plus classroom continue with the same teacher for the regular school year.
- ✦ The district will determine the theme and district curriculum to be aligned with all schools participating in K-3 Plus.

Budget and fiscal policies will help implement and monitor the K-3 Plus program.

- ✦ Initial budget authority will be awarded based on the “Projected Number of Students to be Served” as submitted in this application, as well as past enrollment trends. The K-3 Plus award will be adjusted by the PED to reflect the actual number of students enrolled in the program as reported in STARS after completion of the program. The final adjusted award is based on students enrolled on the 15th day who have attended at least 10 days of the 25-day K-3 Plus program. For 20-day programs, final funding is based on the number of students enrolled on the 12th day who have attended at least 8 days of the 20-day program.
- ✦ A clear direction of expectations for school sites on budget guidelines (enrollment needed to have a successful program) and student achievement. (Keep each site within projected budget).
- ✦ All K-3 Plus staff will be paid at the same rate and under the same terms for K-3 Plus as they are paid for regular educational programs.
- ✦ Expenditures eligible for reimbursement from June FY17 K-3 Plus funds must be completed by June 30, 2017 and requests for reimbursements (RfRs) must be submitted by July 7, 2017. “Carryover” of K-3 Plus funds across fiscal years is not permitted. Specifically, K-3 Plus funds awarded for June may not be expended during the July or August portion of that calendar year’s program.
- ✦ The district will use up to 2% of the award for student recruitment and to ensure regular attendance by K-3 Plus students. All expenses related to ensuring attendance must have an instructional focus.
- ✦ The K-3 Plus program will be listed, by name, in the district and/or school calendar and on the district and school website.

Superintendent _____ **Date** _____

K-3 Plus Coordinator _____ **Date** _____

Business Manager _____ **Date** _____

Summer 2017 K-3 Plus Program School Leader Assurances

To participate in the K-3 Plus program, the district and school will agree to the following:

Assessment will be used to monitor student growth.

- ✚ Site administrators and district K-3 Plus Coordinators will work with STARS Coordinators to ensure accurate reporting of all K-3 Plus data.
- ✚ Ensure progress monitoring schedule is in place. Istation will be utilized weekly for reading reports, data analysis, and collaboration to support interventions to achieve 25 day K-3 Plus goals and show through data the impact of student learning.
- ✚ All kindergarten students in the K-3 Plus program will be assessed by the KOT within the 25 days of the program.
- ✚ Questionnaire is collected from sites and returned to PED within 3 weeks of the completion of the program with authentic feedback and evidence of student learning. Feedback should include an analysis of Istation ISIP summary report comparing first week of program with the end of program to support student growth.

Curriculum and instruction will be planned and implemented to promote student learning.

- ✚ Every effort will be made to recruit highly qualified teachers and staff that will continue with students during the regular school year.
- ✚ Facilities (e.g., computer labs, libraries, music rooms) will be made available for teacher and student use during the K-3 Plus session, as possible.
- ✚ The K-3 Plus program will start no earlier than two months prior to the beginning of the regular school year. At least 25 full additional days consisting of a minimum of 5.5 hours of instruction will be conducted, thus providing a 205-day school year for participating students. 20-day programs will consist of the same number of instructional hours reflected by multiplying five and one half hours per day by the required 25 days. (Only districts on a 4 day week during the regular school year can participate in a 20 day program).
- ✚ Prior to the start of the K-3 Plus program, a separate planning and preparation day will be provided for participating teachers and staff. A portion of the day to be used to train all teachers in Istation; reading reports, data analysis, and collaboration on how to support interventions for students. Another portion to review assurances, plan for instruction using district curriculum, and prepare classrooms.
- ✚ Collaborate to plan out extended program using theme and curriculum provided by the district to increase student attendance, understanding, and proficiency. Plan should include a calendar of events, activities for the duration of the program, field trips provided, monitor student growth, and communication to families on a weekly basis. Plan will be tied to educational focus, district curriculum, and effectiveness based on evidence of student growth.
- ✚ The school principal/site administrator will supervise all aspects of the program (e.g., conducting walk-throughs, analyzing Istation data, facilitating communication with parents, supporting staff collaboration, and tracking attendance.)
- ✚ Utilize enrollment strategies to increase and maintain student enrollment and create a plan to monitor enrollment and attendance. Clear attendance procedures shared with staff and students.

Budget and fiscal policies will help implement and monitor the K-3 Plus program.

- ✚ Post K-3 Plus program on the district or school web sites.
- ✚ Provide district coordinators with expenditures eligible for reimbursement.

Principal _____ Date _____

Site Administrator _____ Date _____

(If different from school principal)

Summer 2017 K-3 Plus Program Teacher and Staff Assurances

To participate in the K-3 Plus program, the district and school will agree to the following:

Assessment will be used to monitor student growth.

- ✦ Istation will be utilized weekly for reading reports, data analysis, and collaboration to support interventions to achieve 25 day K-3 Plus goals and show through data the impact of student learning.
- ✦ All kindergarten students in the K-3 Plus program will be assessed by the KOT, kindergarten observation tool, within the 25 days of the program.
- ✦ Plan is implemented to track attendance and evidence of student growth.

Curriculum and instruction will be planned and implemented to promote student learning.

- ✦ Every effort will be made to recruit highly qualified teachers and staff that will continue with students during the regular school year.
- ✦ Attend a separate planning and preparation day, prior to the beginning of the K-3 Plus program. A portion of the day to be used to train all teachers in Istation; reading reports, data analysis, and collaboration on how to support interventions for students. Another portion to review assurances, plan for instruction using district curriculum, and prepare classrooms.
- ✦ Differentiated instruction will be provided and appropriate intervention services will be delivered in compliance with the PED's Response to Intervention (RtI) framework known as *The Three-Tier Model of Student Intervention*. The state guidance manual, *Response to Intervention Framework (2014)* shall be the guiding document for districts and schools to use in the implementation of student intervention for academics and behavior for each tier of RtI. For additional information, please visit: http://ped.state.nm.us/ped/RtI_index.html.
- ✦ Instruction is planned in advanced, tied to theme and curriculum provided by district, research based on scientific reading strategies and programs, and driven by students' Istation data.
- ✦ All activities are tied to educational focus and aligned to the district curriculum.
- ✦ Staff collaboration is used to plan, read student Istation data, and inform instruction.
- ✦ Supports and services mandated by the Individualized Education Program (IEP) of participating students eligible for special education will be provided and paid for with K-3 Plus funds. Additional services beyond the availability of K-3 Plus funding, as required by the Individual Education Plan (IEP), can be paid for by the district special education budget.

Communication with families is essential for monitoring student growth.

- ✦ Communication is facilitated with parents through calendar of events, activities for the whole program, and weekly progress of student.

Staff Member _____ Date _____

Site Administrator _____ Date _____