

**School Technology Services
Polk County Public Schools, Florida
Directed Implementation Project**

2008-2009 School Year Contract

The Directed Implementation Project (DIP) is a research based action plan to provide participating students an opportunity to maximize FCAT Developmental Scale Score gains through the use of intensive differentiated instruction with the CompassLearning software. Eight years of data from Polk students show that the more closely a school follows the Best Practices and the accompanying checklist, the more likely it is that students will achieve DSS gains above the district average.

Best Practices

- #1 Administrative Leadership
- #2 Selection of Target Groups, Monitoring Student Progress, and Time-on-Task
- #3 Leadership Team and Incentives
- #4 Active Teacher, Parent and Community Involvement
- #5 Ongoing Professional Development

Planning for Success

DIP Leadership Meeting #1

Before the start of the school year or no later than one week after students return

- Administrators and Key Teachers meet and use FCAT/SAT10/KAPLAN/Class grade data to identify Target Population of students to participate in the DIP.
- Administrators construct lab schedule along with classroom computer use to ensure the Target Population of students receives at least 60 minutes per week/30 hours per year of instruction in either mathematics or Language Arts/Reading using CompassLearning software. Software sessions should be scheduled in 20 – 45 minute blocks to maximize student learning. Depending on start date and computer availability 90 min per week may be required to meet the 30 hours per year per target curriculum
- Administrators and Key Teachers discuss how the software will be assigned to Target Population students; either through pretesting and the use of a prescribed learning path OR assignments to match curriculum being covered in class or a combination of both methods.
- Identify Professional Learning needs of Administrators and Key Teachers to effectively use the CompassLearning curriculum and reporting capabilities.
- Administrator will schedule appropriate Professional Development to be provided by a Compass Educational Consultant (EC) or school based staff. If the PD will be delivered by a CompassLearning EC the Administrator will contact the assigned EC via email to schedule the ½ day or day.
- How and when will Parents be given the Odyssey parent login information?
- At the Parent Open House, how will parents be oriented to the possible use of Odyssey at home, Community Centers, anywhere there is an Internet connection?
- Who will generate/print/review Login Reports and Completed Session Time Reports.
- Administrator assigns a staff member to be responsible for the timely completion of all items in the E-Portfolio
- Administrators should discuss with all teachers and the lab manager what they expect to see when they do a weekly walk through of the computer lab. (Active Teacher involvement with students, Lab Manager Assisting Teacher and students, on task student behavior, use of the Student Portfolio to monitor student progress, ...)
- Administrators, Key Teachers and Lab Manager complete the DIP contract and return to Russ Bowie, School Technology Services, JMPDC, Rt E by September 5th
- Administrator sets time and date for the next (2nd) Odyssey Leadership Team Meeting (suggestion – about 3 weeks after the start of school).

NOTE – CompassLearning ECs charge the district for each half day (3 hours) and whole day (6 hours) of Professional Development delivered at your school site. If a scheduled EC day must be cancelled prior to delivery, the school administrator should email the EC a MINIMUM of 5 working days before the PD is scheduled to be delivered. Failure

of the Administrator to cancel in a timely manner will result in CompassLearning charging the District just as if the PD was delivered. The school Administrator should keep a record of all correspondences.

Monitoring for Success

DIP Leadership Meetings 2,3,4

Administrator must be Present to lead meeting
Leadership Team Meeting #2 3-4 weeks after the start of school
Leadership Team Meeting #3 Immediately after Winter Break
Leadership Team Meeting #4 Late March

- Review Objective Based Test Reports – especially critical for students on the Pre-Test – Learning Path Curriculum.
- Review Target Group Time-On-Task progress. Make adjustments to lab schedule and classroom schedules as necessary to meet 30 hour per year per curriculum target.
- Are there new students in the school who need to be added to the DIP Target Group since the initial Target Group(s) were identified?
- What type of incentive plan is in place for the Target Group of students? How is the incentive plan working? This information should be added to the E-Portfolio
- Are Key Teachers pre-viewing Odyssey lessons and incorporating Odyssey lessons into classroom curriculum delivery?
- Is there any additional PD needed by the professional staff to successfully complete the DIP? Can teachers view and print appropriate Odyssey Reports? Can teachers assign Odyssey curriculum as necessary to meet the different needs of the learners in their classes? If additional PD is required, the Administrator should schedule with the appropriate person's via email.
- The Administrator(s) should share impressions of the observations made during the weekly walk through of the computer lab while CompassLearning curriculum is in use.
- Is the Administrator reviewing Teacher Login Reports and Completed Session Times Reports on a weekly basis?
- Does the school have any volunteers that can assist in the computer lab?
- Has a picture of the DIP Leadership Team been posted to the E-Portfolio?
- Are the minutes of this meeting being placed in the E-Portfolio?
- Is the E-Portfolio up to date?

Revise for greater Success

Leadership Meeting #5

Administrator(s) must be present to lead the meeting
Late May

- Review which of your DIP efforts worked, and which were not as effective as you might have wished.
- Did *all the teachers on staff* complete the "Teacher ILS Survey" in the late Spring?
- What additional Professional Development would administrators and teachers like to have in order to better use the Odyssey resources?
- Is the E-Portfolio complete?
- What Odyssey Curriculum will be assigned to students for summer skills retention? How will the school communicate to parents the availability of the assignments?
- Is there anything the Leadership Team wants the staff in School Technology Services to know regarding the CompassLearning Odyssey curriculum, the professional development activities delivered to support the DIP or the Directed Implementation Project in general? If so please send an email or letter via courier to Cristie DeVane, Sr. Manager, School Technology Services.

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The Leadership Team understands that the results of this Project may be taken to a national audience, and we agree to professionally and thoroughly follow-up on the details of the implementation of this project.

Administrators should periodically monitor the status of the required documentation in the schools e-portfolio.

***Schools participating in the Directed Implementation Project may request up to **a maximum of 2.0 Compass Education Consultant days per school year**. A consultant day is 6 contact hours at your site. The day may be split into two 3 hour segments. The Compass EC is an expert on the educational use of the software. Providing group professional development for administrators and teachers in the best use of the software is the primary intent of providing on-site consultant assistance to DIP participants. If an Administrator determines that teachers at the school need additional professional development, the administrator should contact George Lussier in School Technology Services to determine if additional days are available. **Administrators should guide school staff in the best use of Compass Consultant time for teacher professional development and training. All EC days should be scheduled via email and used before the end of April 2009. The District will not pay for or allow delivery of Compass EC days scheduled by schools after April 2009.**

Acknowledged and signed by the School Leadership Team:

Designated DIP Contact _____	Network Manager _____
Administrator _____	Lab Manager _____
Key Teacher _____	Key Teacher _____
Key Teacher _____	Key Teacher _____
Key Teacher _____	Key Teacher _____

This page completed and signed by the above stakeholders is due September 5, 2008. Please send via courier to Russ Bowie, School Technology Services, Jim Miles Professional Building, Route E.

Target Group Information:

Grade Level(s): _____

Curriculum Area: _____