

Intent to Participate

An agreement between the
Instructional Technology Initiative (ITI) and schools participating in
Practitioner Schools 4.0: *Global Collaborator* Program

As outlined in the Interoffice Correspondence: **PRACTITIONER SCHOOLS 4.0: *GLOBAL COLLABORATOR OVERVIEW***, the Practitioner Schools 4.0 Program is designed to shift our instructional practices and cultivate 21st-century skills that are required to succeed and thrive in today's world. Participating schools will use the [Leading with Instruction Progress Report](#) and the [ISTE Standards for Students](#) to guide their work of strategically and systematically ensuring students are granted ongoing learning opportunities to leverage digital resources and cultivate *Global Collaborator* practices in alignment with the ISTE Standards for Students.

Guiding Questions for Participation:

- Do you have an experienced, collaborative Instructional Leadership Team (ILT) that reflects the voices of multiple stakeholders from the school community and convenes on a regular basis to coordinate systematic, school-wide instructional initiatives?
- Do you have a culture of collaborative learning, including a record of successfully overcoming instructional challenges and structures that support professional learning and growth?
- Does your school have systems in place to facilitate collaboration and calibration in instructional practice (i.e., common planning times, instructional rounds, etc.)?
- Does your school's instructional practices already reflect a concerted effort to leverage digital resources to reflect the skills and practices of the ISTE Standards for Students as called for in the *Leading with Instruction Progress Report*?
- Is it evident that your school understands that the ISTE Standards for Students are about pedagogy, not about leading with a tool?
- Is your school committed to interdisciplinary instructional design that promotes real-world applications?
- Is your staff open to reflecting upon and refining instruction to enable students to thrive in a connected, digital world?
- Is your school site committed to becoming part of a professional learning network and sharing promising practices with other schools across the District?
- Does your school support students with rigorous instructional practices that promote collaboration around problem-based learning?

Purpose:

The intent of the Practitioner Schools 4.0 Program is to strategically and systematically ensure that L.A. Unified students are granted intentional exposure to leveraging digital resources and to developing and integrating foundational *Global Collaborator* practices within the K-12 classroom. The goal is to create learning experiences that grant students opportunities to practice *Global Collaborator* skills and dispositions on a daily basis.

To cultivate learning environments that empower students to thrive in the world of today and tomorrow, ITI invites schools ready to systematically refine their instructional practices to participate in this program. The purpose of this program is to create a learning community of like-minded schools that collectively explore how to leverage digital resources to transform teaching and learning and to support students in developing awareness of foundational computer science concepts and practices.

In collaboration with the school site, ITI will gather data to inform future District-wide practices. In addition, by resourcing an ITF to the school site's Instructional Leadership Team, ITI seeks to identify, document, and showcase examples of effective implementation of the [ISTE Standards for Students](#) to help more schools shift into 21st-century instructional practices.

Practitioner Schools 4.0 Goals:

The Practitioner Schools 4.0 Program is designed to promote collaboration and learner agency and to challenge teachers to continuously learn and reflect upon their instructional practices. As participants of the program, school sites will use the [ISTE Standards for Students](#) to guide their work as they actively participate in the following:

- Collaborate in exploring local and global issues that impact schools, using collaborative technologies to find effective solutions and increase student achievement.
- Provide students with learning opportunities to practice *Global Collaborator* skills on a daily basis, thereby granting students the ability to build proficiency in 21st-century practices for success.
- Enhance and improve collaborative teaching and learning practices by strategically leveraging digital resources through 21st-century lesson design.
- Provide opportunities for collaboration across Practitioner Schools, which include inquiry group meetings centered on lesson study, action research, text-based discussions and other activities to foster common dialogues about the intentional embedding of *Global Collaborator* methods in the core curriculum.
- Share Practitioner Schools 4.0 promising practices with other schools in the District.

This Intent to Participate outlines the terms and understanding between the Instructional Technology Initiative (ITI) and participating schools (referenced as “Practitioner Schools 4.0” or “schools”).

Commitment Summary:

A school selected for Practitioner Schools 4.0 is committed to pioneering and modeling for others in the District how to engage in the instructional shifts needed to cultivate 21st-century skills and practices as outlined in the [ISTE Standards for Students](#). Specifically, Practitioner Schools 4.0 will focus on collaboration among the school community, leadership and instructional staff for effective school-wide implementation of these practices and skills. As part of the program, the school will select a Global Collaborator or GC Champion who will co-lead with the Instructional Technology Facilitator (ITF) in the design of interdisciplinary learning experiences that leverage digital resources. The ITF will collaborate with the school's ILT to develop the instructional initiatives outlined in this program and prepare the site to be an

exemplar for other District schools in the areas of instructional leadership and promising instructional practices.

Meetings and Reporting:

To accomplish the purpose set forth in this Intent to Participate, the participating school understands and agrees that ITI can collect data throughout the school year via multiple channels, including but not limited to surveys, focus groups, interviews, periodic non-evaluative classroom observations, artifacts and other forms of evidence to document the 21st-century instructional practices the Practitioner School is modeling and making available for other schools to learn from.

School Selection Criteria:

Essential traits of a school participating in the Practitioner Schools 4.0 Program include:

- An experienced collaborative Instructional Leadership Team (ILT) that convenes on a regular basis to coordinate systematic, school-wide instructional initiatives and reflects the voices of multiple stakeholders from the school community.
- Systems in place to facilitate timely collaboration and calibration in instructional practices (i.e., common planning times, instructional rounds, etc.).
- Instructional practices that already align to the skills and practices of the [ISTE Standards for Students](#), and an understanding that effective 21st-century is about pedagogy, not tools.
- Ability to demonstrate a school-wide commitment to cultivating *Global Collaborator* skills and dispositions through interdisciplinary instruction.
- Dedicated digital resources and support infrastructures.
- A demonstrated effort among leadership and instructional staff to go beyond the limitations of pre-packaged curricula.

Schools will be selected based on the collective input of ITI and Local District leadership. Interested schools are encouraged to apply at: <http://bit.ly/ps4application>

Practitioner Schools 4.0: Global Collaborator:

School Commitments:

As a participant in the Practitioner Schools 4.0 Program, the school agrees to the following:

Prior to receiving an ITF:

1. Convene a (certificated) GC Practitioner Team that will be known as “GC Practitioner Team” and from that team, identify a [GC Champion](#) who will serve as the ITF’s primary point of contact. The GC Team and GC Champion will:

- a. Designate one certificated or classified staff member as a Technology Support Lead who will address any District-related technical support issues;
 - b. Ensure all teachers have capacity to facilitate having students access their SSO login information;
2. The GC Practitioner Team, the GC Champion and school leadership will meet with ITI to calibrate on the role of the ITF as an instructional coach and determine how the ITF will be integrated into the school's instructional practices;
 - a. The school understands that the ITF's role is instructional and, as such, the ITF will not provide technical support or be required to provide supervision.
3. Establish regular planning time in which the ITF can participate in collaboratively designing instruction that cultivates 21st-century skills and practices as outlined by the [ISTE Standards for Students](#);
4. The assigned ITF will focus on building the capacity of this team, and this team will be responsible for continuing the work of the ITF beyond the 2019-2021 school years;
 - a. The GC Practitioner Team at minimum must include:
 - The principal (or administrator designee)
 - A teacher
 - An additional teacher or out-of-classroom support staff (such as an instructional coach)
5. School agrees to allocate the funds needed to send a three-member GC Practitioner Team (including the principal who is required to attend) to each of the learning sessions outlined below:
 - a. Welcome and Onboarding (face-to-face sessions)
 - Wednesday, August 7, 2019
 - Thursday, August 8, 2019
 - b. Follow-up Learning (face-to-face sessions):
 - Friday, September 27, 2019
 - Friday, March 20, 2020
 - Friday, May 29, 2020
6. Meet with an ITI team member to draft a professional learning plan (within the Instructional Technology Plan) for the 2019-2020 school year that is in alignment with the goals of the Practitioner Schools 4.0 Program;
7. Agree to treat this program as a schoolwide initiative with a majority of the teachers participating in this work;
8. Commit to serve as a mentor school: share your learning, best practices, and provide updates on the school's progress in implementing 21st-century instruction;

Within the first month of instruction:

9. Set a meeting with the ITF to go over roles, responsibilities and expectations, mid-year, and end-of-year check in and progress updates;
10. Include the ITF in the school's Instructional Leadership Team meetings to assist in bringing cohesion to schoolwide instructional initiatives;
11. Begin process to become a [Common Sense Digital Citizenship School](#) (Certification to be completed by the 2019 Thanksgiving Break);
12. Begin process to complete an Instructional Technology Plan by registering for an ITI three-day Tech Planning Cohort (school selects Cohort based on the dates that work best for their team).

Ongoing throughout the school year:

13. Allocate time for the ITF and GC Champion to go into classrooms and participate in grade-level/subject planning teams to work with teachers as instructional coaches focused on promoting sound instructional practices. Collectively, the ITF and GC Champion will co-teach, model and design instruction with teachers to ensure that instruction is intentional about leveraging digital resources and cultivating *Global Collaborator* skills and dispositions.
14. Be an active participant and contribute to the learning communities dedicated to Practitioner Schools 4.0. This includes having the Practitioner Team attend the follow-up Learning (face-to-face sessions):
 - a. Friday, September 27, 2019
 - b. Friday, March 20, 2020
 - c. Friday, May 29, 2020
15. Follow through in attending an ITI three-day Instructional Technology Planning (ITP) Cohort and submit a completed instructional technology plan prior to the end of the 2019-2020 school year. It is recommended that the school attend an ITP Cohort and begin writing the plan before school begins.
16. Additional virtual sessions from 3:30 p.m. - 4:30 p.m. will be available throughout the year (dates below are subject to change):
 - Thursday, August 22, 2019
 - Thursday, September 12, 2019
 - Thursday, October 10, 2019
 - Thursday, November 7, 2019
 - Thursday, December 5, 2019
 - Thursday, January 16, 2020
 - Thursday, February 6, 2020
 - Thursday, March 5, 2020
 - Thursday, April 16, 2020
 - Thursday, May 14, 2020
17. In partnership with the ITF, the Practitioner Team will facilitate professional learning during school's banked time (or equivalent) or after school that is

focused on building teachers' capacity in cultivating the goals of this program. Teachers agree to come back after professional development to share how they are using their new learning to shift instruction in their classrooms.

18. Staff agrees to make their learning available to others in the District by supporting ITI in identifying teachers to produce exemplars and allowing the ITF to work with teachers to package these exemplars that will be shared via the ITI scalar platform:
<http://scalar.usc.edu/works/lausd-iti-task-force-recommendations/index>.
19. Staff agrees to complete periodic online feedback forms regarding the implementation of *Global Collaborator* practices to help ITI determine additional supports needed, if any.
20. Conduct periodic, pre-determined, non-evaluative site and classroom visits by teachers, principals and District leaders for the purpose of learning from the school's progress in accomplishing this program's goals.
21. Host visits and share learning with other District schools striving to build a cohesive 21st-century aligned instructional model.
22. Promote partnership with ITI and participation in the PS4.0 program by utilizing the following promotional and publicity materials:
 - a. Display PS 4.0 Banner
 - b. Include Digital Badge for School Website and Email Signatures
 - c. Social media publicity with Twitter hashtag #PS4LAUSD and @ITI_LAUSD
23. Utilize ITI as a thought partner when planning school wide events pertaining to Instructional Technology.

Optional release of teachers (using school identified funds) to visit other Practitioner Schools and observe instruction in practice.

Instructional Technology Initiative Commitments:

As a support to the Practitioner Schools 4.0, ITI agrees to the following:

1. ITI will assign an ITI representative (known as an "Instructional Technology Facilitator" or "ITF") to support your school as an integrated member of your school's Instructional Leadership Team (ILT).
 - a. The role of the ITF is to be an instructional thought partner to the school's ILT and, in collaboration with the school's self-identified Practitioner Team, assist the school in making the shifts needed to attain effective 21st-century instructional design that aligns with the [ISTE Standards for Students](#);
 - b. **Project Exclusions:** This project is instructional at its core. Technical support is not provided by ITI or its representatives. Technical support will continue to be provided by ITD's helpdesk at the following link:
<http://achieve.lausd.net/onlineHELP>
2. Provide professional learning and instructional support to build school's capacity in leveraging digital resources and implementing the [ISTE Standards for Students](#) to

strengthen and enhance curricula, personalize instruction, and engage students and parents. Supports include:

- a. Guidance on attaining Common Sense Digital Citizenship Certification (school-wide)
 - b. Computer Science offerings:
 - i. Elementary: CS Fundamentals
 - ii. Secondary: CSE Pathways
 - iii. All: Navigating CS and other offerings
 - c. Professional learning sessions for each of the ISTE Standards for Students through the ISTE Suite offerings
3. Facilitate the process for others in the District to learn from the Practitioner Schools 4.0 Program by coordinating periodic campus visits and/or curating exemplars that illustrate the implementation of the [ISTE Standards for Students](#).

Funding - Financial Considerations:

As part of this program, ITI funds the placement of an ITF at the Practitioner School for the purposes of serving as an instructional coach focused on cultivating sound instructional practices through the ISTE Standards for Students. Participating schools understand that ITI does not have funding available to compensate the school's Practitioner Team for attending the required face-to-face learning sessions. By submitting this application, schools are agreeing that they will identify the funds needed to send a three-member team to each of the learning sessions outlined above in the commitments section.

Duration of Term and Termination Process:

This one year agreement will commence upon a school's acceptance into the Practitioner Schools 4.0 Program starting in May 2019 with an initial planning meeting. Initial sessions will be focused on outlining the school's professional development calendar for the 2019-2020 school year, discussing the onboarding process, and strategizing how the ITF will best be leveraged to support interdisciplinary instructional design that cultivates *Global Collaborator* practices. Contingent upon a school's ability to fulfill their commitments as outlined below, ITI is committed to offer instructional support throughout the 2019-2020 school year. The direct support of an ITF being allocated to the school site will conclude on the last day of instruction in **June 2020**; thereafter, pending funding, additional opportunities will be available for the school to continue to be part of the learning community to refine their practices and share their learning with other schools.

Application

Schools who meet the criteria above are encouraged to apply at: <http://bit.ly/ps4application> (**Due Friday, May 31, 2019 at 4:00 pm**) to take part in this exciting learning opportunity.

There are three parts to the application process.

1. Google Form Application
 - apply at: <http://bit.ly/ps4application>
 - **Submission Directions**
 - Submit Google Form once completed
2. Acknowledgement Form (pg 9)
 - **Submission Directions**
 - Save your Acknowledgement Form as a PDF
 - Save your Acknowledgement Form in your Google Drive
 - Turn on the share feature to “View Only”
 - Copy the link.
 - Paste the link in the PS 4.0 application (Section 3, Question 11)
3. Showcase Your School through Multimedia (pg 10)
 - **Submission Directions**
 - Save your artifact to your Google Drive.
 - Turn on the share feature to “View Only”
 - Copy the link provided.
 - Paste the link in the PS 4.0 application (Section 3, Question 12)

Additionally, schools that may have questions are encouraged to join us for a Question & Answer (Q&A) session on any of the following dates:

- **Wednesday, May 22, 2019 at 3:30 p.m. - 4:30 p.m.**
- **Wednesday, May 29, 2019 at 3:30 p.m. - 4:30 p.m.**

Join a Q&A Zoom Session from your computer, tablet or smartphone:

- Join Zoom Meeting
 - <https://zoom.us/j/468018771>
- Join by phone: (720) 707-2699
 - Meeting ID: 468 018 771

For more information regarding the Practitioner Schools 4.0 Program, please visit <http://achieve.lausd.net/iti> or contact Sophia Mendoza, Director, at sophia.mendoza@lausd.net.

INSTRUCTIONS: Complete this page and submit electronically as an attachment for the 2nd to last question in your application.

Acknowledgement Form

School Principal: Your signature below reflects that you have read and agreed to the above referenced content and you are requesting to participate in the Practitioner School 4.0 Program: *Global Collaborator* for the 2019-2020 school year. **Your signature below also indicates your understanding that ITI reserves the right to retract your acceptance and/or the support of an ITF if you are unable to comply with the above outlined commitments.** Should there be a change in the school’s leadership (principal or instructional director) the new leadership team would need to reaffirm their commitment and ability to uphold the above outlined commitments.

School Name:	
Principal Name:	
Principal Signature:	
Principal Phone Number:	
Principal LAUSD Email:	

Instructional Director: Your signature below reflects that you have read and understand the above referenced content and will be an active participant in supporting the above school in their commitments as a Practitioner School 4.0: *Global Collaborator*. **Your signature below also confirms that you understand that the role of the Instructional Technology Initiative is a support role and, as such, is committed to partnering with you and the school to ensure calibrated efforts.** Should there be a change in the school’s leadership (principal or instructional director) the new leadership team would need to reaffirm their commitment and ability to uphold the above outlined commitments.

Local District:	
Instructional Director Name:	
Instructional Director Signature:	
Instructional Director Phone Number:	
Instructional Director LAUSD Email:	

INSTRUCTIONS: Create an artifact and submit electronically as an attachment for the last question in your application.

Showcase Your School through Multimedia

In a creative format of your choice, showcase your school's intent to participate by summarizing your goals and expected outcomes of participating in the Practitioner Schools (PS) 4.0 program. This will serve as an opportunity to display your school's personality, culture and to elaborate upon your team's vision and intent in applying for this program.

Please refer to any or all of these guiding questions as you create your artifact:

1. What goals or outcomes do you hope to achieve through participation in the PS 4.0 program?
2. How does your school currently leverage instructional technology to advance teaching and learning?
3. Given that coaching and professional learning are core components of this program, what ideas do you have for making the most of these growth opportunities within the PS 4.0 program? How will you cultivate collaboration and the sharing of promising practices among instructional staff? What existing resources would you leverage to support these practices?

Examples of creative formats to choose from, but not limited to are: an infographic, a blog, a poster, a video, a podcast, or a presentation. If selecting to submit a video, podcast or slide presentation, please limit to no more than 5 minutes.

Submission Directions

- Save your artifact to your Google Drive.
- Turn on the share feature to "View Only"
- Copy the link provided.
- Paste the link in the PS 4.0 application (Section 3, Question 11)

Rubric

Category	Missing 1 point	Fair 2 points	Adequate 3 points	Exemplary 4 points
Artifact Quality	Artifact is disorganized and does not relate to the main theme of the practitioner school opportunity or answer the key questions.	Artifact is organized, relates to the theme of the practitioner school opportunity but is poorly articulated; no examples or details are provided.	Artifact is defined and relates to the main theme of the practitioner school opportunity; provides examples.	Artifact is well defined, clearly organized, and contains support for the practitioner school timelines; provides detailed examples.
School Vision	No goals or outcomes described. No examples provided.	Application is loosely tied to vision for a sustainable learning environment, serving students and teachers. No examples provided or connections to the Leading with Instruction Progress Report.	Application contains a defined vision for a sustainable learning environment, serving students and teachers. Clear outcomes and goals. Some connections reference the Leading with Instruction Progress Report.	Application contains a clearly defined vision for a sustainable learning environment, serving students and teachers. Examples provided with clear outcomes and goals and alignment with the Leading with Instruction Progress Report.
Expected Outcomes	No sustained plan to encourage success or failure to colleagues.	Application is loosely tied to expected outcomes.	Application contains defined and expected outcomes.	Application contains defined and expected outcomes. Examples provided.
School Culture	No sustained plan to encourage and support practitioner school.	Minimal plan to support ongoing practitioner school.	Has a plan to cultivate a culture that supports ongoing, relevant, engaging, practitioner school.	Has a plan to cultivate a culture that supports ongoing, relevant, engaging, practitioner school with a plan for sustainability and growth. Examples provided.

