

# Vicksburg Community Schools Proposal Form with Guidance

Review VCS General Guidelines for Program Review and Proposal Development prior to completion of this form. Send completed *Proposal Form* and supporting documents to the Curriculum office by March 1<sup>st</sup>. This form will be used as your proposal cover sheet. Check each item as you edit or create your final draft.

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Title of Proposal: Seal of Biliteracy

Proposal Author(s): Jennifer Rodas & Jennifer Teall

Department and Curriculum Area: World Language

Building: High School

Committee Members: Jennifer Rodas, Jennifer Teall, Jessie DeKoning, Mary Zemlick, Emily Chalut, Allie Lamers

❖ This proposal is for:

- Textbook and other teaching resources (*requires planned pilot process as part of the proposal request*)
- New courses or course revisions
- Full program or curriculum area reviews
- Program or curriculum area modifications
- Supplemental Instructional/Intervention Resource

❖ Proposal Background & Overview – Write a narrative that includes:

- Relevant background/history.
- Problem or other basis for the proposal (i.e. student needs, etc.).
- Reasons for making the change.
- Targeted School Improvement Goals

❖ Complete Description of Proposed Change(s):

- List all major changes, components and/or strategies of the proposal.
- Give rationale for each change (base the rationale on research or best practice information).
- Include new course/textbook title, course/textbook replaced, credit, and prerequisite(s).
- Attach the current content expectations, course outline, and/or general syllabus.

❖ Implementation Plan

- Give a full explanation of the implementation timeline, action items, and responsibilities for implementing.
- Itemize, in detail, all proposal costs. Include 1<sup>st</sup> year costs and a budget to maintain the proposal after implementation. Include resource needed to support change. (texts, soft/hardware, web-based license, consumables, training, substitute cost for training, equipment, personnel). *\*Include attachment if needed.*

❖ Anticipated/Expected Impact

- Explain the anticipated proposal outcomes. Describe how the proposal will impact students, staff, and the instructional program. Include expected gains in student success. Include how this proposal articulates with other courses/levels in this subject area & across the curriculum.

❖ Proposal Evaluation Plan and Student Achievement

- Explain how this proposal will be evaluated, the timeline used, what data is to be collected (survey results, national, state, district, or classroom assessments), and how the evaluation will be reported.
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Dates of Anticipated Review and Action:

DSISC 12/13/19

BOE 1/13/20

Principal's Signature(s): 


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(To be completed by Director of Curriculum and Instruction upon receipt of proposal.)

Date Received: 12/21/19

Comments on proposal:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESPONSE:

- Need more information: \_\_\_\_\_
- Need to consult with:
  - the building principal(s) affected by this proposal
  - curriculum area chairperson
  - Other: \_\_\_\_\_
- Proceed as outlined in the proposal

  
Director of Curriculum and Instruction

12/13/19  
Date

  
Director of Technology

1/6/20  
Date

### **Proposal Background & Overview:**

The Michigan Seal of Biliteracy was first awarded to graduating seniors in 2018. As of September 1, 2019, Michigan is one of 36 states along with Washington D.C. that awards a state Seal of Biliteracy. The Seal of Biliteracy recognizes high school graduates who demonstrate language proficiency in English and at least one additional world language. It provides employers with a way to identify individuals with strong language and biliteracy skills, encourages students to study world languages and embrace their native and heritage languages, and serves as an additional tool for colleges and universities to recognize applicants' language abilities for admission and placement. As other states have recognized, the language skills of students who complete extended sequences of world language study as well as those whose native language is other than English, increase their marketability in the workplace and are a valuable economic resource to the state. Earning the Seal of Biliteracy is an indicator that our language students and heritage speakers at Vicksburg High School are graduating college and career ready.

### **Complete Description of Proposed Change(s):**

#### **Components:**

The Seal of Biliteracy will be available to Vicksburg High School juniors/seniors who meet the criteria of intermediate high proficiency in English and another world language. Students will be eligible to apply for the Seal during one of two testing windows: May of their junior year or November of their senior year. There will be a cost of \$19.90 for the STAMP 4s test that is required to verify their proficiency level and a cost for cords/tassels if desired (exact cost TBA). Students will be responsible for these costs, although we will make funding available for students who demonstrate financial need. Cost will not be a barrier for students to earn the Seal.

#### **Rationale:**

More than 95% of the world's consumers and 80% of the world's purchasing power are outside the United States. Currently, 1.2 million Michigan jobs are tied to international trade (Business Roundtable, 2015). It is imperative for students to develop language proficiency in English and other languages so that our state remains competitive in the global marketplace. In addition to career advantages, students who learn more than one language gain numerous cognitive benefits, including improvements in executive functioning, working memory, attention span, flexibility, and creative thinking (Bialystok, 2007). Additionally, the Seal of Biliteracy recognizes the rich cultural and linguistic diversity that exists in our state. Michigan is home to residents who come from a variety of cultural and linguistic backgrounds, some of whom attend Vicksburg Community Schools.

*Data provided by MDE, Michigan Seal of Biliteracy*

<i>Grade</i>	<i>New Textbook Title/Instructional Resource</i>	<i>Previous Textbook/Instructional Resource To Be Replaced</i>
	<i>n/a</i>	<i>n/a</i>



## **Implementation Plan:**

### a. Implementation strategies

<b>Timeline</b>	<b>Action</b>	<b>Person(s) Responsible</b>
Nov-Dec 2019	Designate the district representative for the Seal	Gail VanDaff
Dec 2019 (pilot implementation)	Begin pilot of the Seal of Biliteracy. Introduce the Seal in Spanish IV, AP Spanish, and French IV to eligible seniors.	Jennifer Rodas, Emily Chalut, Jennifer Teall
Dec 2019 (pilot implementation)	Contact Jessica Peck/Jessie DeKoning to determine any HS ELL/exchange seniors who might be eligible for the pilot.	Jennifer Teall, District Rep
Dec 2019 (pilot implementation)	Pull ELL students during tutorial/seminar to describe the Seal and gauge interest in the pilot.	Jennifer Teall, District Rep
Dec 2019 (pilot implementation)	Collect STAMP registration money from students who wish to participate in the pilot	Jennifer Rodas, Emily Chalut, Jennifer Teall
Dec 2019 (pilot implementation)	Order the STAMP tests for the pilot from Avant Assessment	Jennifer Teall, District Rep
Dec 2019 (pilot implementation)	Make testing arrangements for the pilot <ul style="list-style-type: none"> <li>● Testing Location</li> <li>● Date to pull out students for testing</li> <li>● Arrange for necessary testing materials</li> <li>● Coordinate with technology to ensure Chromebooks meet tech requirements</li> <li>● Communicate testing date to students and staff</li> </ul>	Jennifer Teall/Building Tech
Dec 2019 (pilot implementation)	Administer/Proctor the STAMP during 1st-4th hours *Sub needed if district rep is a classroom teacher	Jennifer Teall, District Rep
Dec 2019	Submit proposal to DSISC for review	Gail VanDaff
December 2019 - January 2020 (pilot implementation)	Apply for the Seal for all pilot students who demonstrated Novice-High proficiency on the STAMP	Jennifer Teall, District Rep
January 2020	Submit proposal to the School Board for approval	Jennifer Teall, District Rep & Jennifer Rodas, World Language Chair
January 2020	Create publication materials to be distributed to students and parents	Jennifer Teall, Jennifer Rodas, & Jessie DeKoning.

February 14, 2020	Finalize publication materials at WL Department meeting	WL chair/Jennifer Teall (JR on leave)
February 2020	Upon BOE approval, publicize the Seal of Biliteracy to world language students in all WL classes	Jennifer Rodas, Emily Chalut, Mary Zemlick, Allie Lamers
February 2020	Contact Jessie DeKoning for a list of HS ELL students	Jennifer Teall, District Rep
February 2020	Pull ELL students during tutorial/seminar to describe the Seal and gauge interest	Jennifer Teall, District Rep
March 2020	Run a session at 8th grade parent night to publicize/answer questions about the Seal	Jennifer Teall, District Rep
April 2020	Collect STAMP registration money from juniors who wish to try for the Seal	Jennifer Rodas, Emily Chalut, Mary Zemlick (give to Jennifer Teall, District Rep)
April 2020	Order the STAMP tests from Avant Assessment	Jennifer Teall, District Rep
April 2020	Make testing arrangements <ul style="list-style-type: none"> <li>● Testing Location</li> <li>● Date to pull out students for testing</li> <li>● Arrange for necessary testing materials</li> <li>● Coordinate with technology to ensure Chromebooks meet tech requirements</li> <li>● Communicate testing date to students and staff</li> </ul>	Jennifer Teall, District Rep/Building Tech
May 2020	Administer/Proctor the STAMP during 1st-4th hours *Sub needed if district rep is a classroom teacher	Jennifer Teall, District Rep
June 2020	Apply for the Seal for all students who demonstrated Novice-High proficiency on the STAMP	Jennifer Teall, District Rep
August/September 2020	Run a session at HS Open House to publicize/answer questions about the Seal	Jennifer Teall, District Rep

b. Proposal Costs

Description	Number Needed/ Cost per Unit	Total Cost	Funding Source
Materials <i>(add rows if needed)</i>			

Professional Learning/Summer Curriculum Work			
Other Costs			
2 half-day subs if a classroom teacher is designated the District Representative	2 @ \$45 each	\$90	unknown
<b>Total Costs</b>	<b>\$ 90</b>		

**Anticipated/Expected Impact:**

Students will graduate from Vicksburg High School with the Seal of Biliteracy on their transcript and potentially wear special cords or a special tassel at graduation. The Michigan Seal of Biliteracy will be awarded in the form of an official letter, official prepopulated certificate, and one gold foil seal.



**Proposal Evaluation Plan and Student Achievement:**

Evaluation and assessment

Action	Timeline	Person/ Team Responsible	Evaluation Reports
Collect data on the number of students attempting the Seal, for which languages, and the number who attain the Seal	June & December yearly	District Rep	Share at WL department meetings, report to the School Board, publicize at Open House and 8th grade parent night, celebrate those students!!
Analyze the above data for areas of improvement	Summer SIPD & February department meeting yearly	District Rep, World Language Department	WL minutes