

| Group/Date                | January 2018                                                                                                                                                                                                                                                                                                                                                                            | February 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | March 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | April 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | May 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Educators</b>          | Continue to inform teachers of the upcoming shift to more competency based education and grading next year; Begin the test server pilot with selected teachers. Provide training sessions and obtain feedback from participating teachers. Targeted articles regarding the transition will be shared in the SAU staff newsletter. Share updated curriculum template with staff members. | Continue to build common competency based education vocabulary and understanding; administrative teams at schools collaborate and communicate with representatives at other schools to make sure that the entire District is planning and moving forward in a consistent way as we take steps to transition toward Competency Based Education and Grading. Inform teachers about what will take place at the March inservice day: emphasis on student rigor in the context of CBE, work study practices expectations and vertical alignment, test server/gradebook training and other offerings. Test server training and feedback continues. | <i>Planned teacher workshop day on 3/13/18 was postponed due to poor weather conditions.</i> Staff newsletter in early March continued to focus on common definitions of key terms related to Competency Based Education and Grading. Administration and Raymond Education Association collaborate to determine how the lost professional learning time can be made up; a plan is developed for subsequent presentation to the School Board. Test server training and feedback continues. Internal bulletin board for sharing of ideas regarding the test server established. | Test server meetings for Pilot group continue; test server training for all teachers will take place at each school (dates TBD). Administrators will present vision and steps in proposed transition that are unique to each school. Feedback from teachers will continue to be obtained, and adjustments will be made to the test server report card format. All teachers trained will have the opportunity to try the test server, learn from it and generate additional questions/feedback. Tentatively, Competency Based Grading training in the test server will take place (pending Board approval of the rescheduled professional development).                                                                                                                   | All teachers who have been trained have opportunities to use the test server; two way communication with technology support staff and school administrators to ensure learning and application of skills. Follow up training for individuals or small groups of teachers as needed. The technology department will communicate to teachers helpful tips/hints about how to use Power School and the new grading system. Collaboration and alignment regarding essential work study practices takes place with professional staff (tentatively as per Board approval of plan).          |
| <b>Students</b>           |                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Key administrators consult with student representative to the School Board to get ideas about student concerns and how to most effectively communicate with students regarding upcoming changes in grading practices.                                                                                                                                                                                                                                                                                                                                                         | At Raymond High School, school administration will present an overview of expected changes in education/grading to RHS students to facilitate understanding, ease apprehension (if any) and obtain feedback from students. This will be done first through Site Council and then in a Monday meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | At Iber Holmes Gove Middle School students will be provided an overview of expected adjustments in grading next year; this will take place during AIB (Academic Intervention Block). Student questions will be answered and feedback obtained.                                                                                                                                                                                                                                                                                                                                         |
| <b>Parents</b>            | Parent newsletters from schools will include information about the upcoming shift to CBE and CB grading and why it will be better for students. (Admin will brainstorm a misinformation counterattack).                                                                                                                                                                                 | In community newsletter and in Superintendent's Blog, include special article on the work study practices and why it is important to set them aside from academic competencies when grading (a key component of CBE). Inform parents and public of the types of teacher training and activities that are coming up in March to support this shift; remind them that the process will be catered to the needs of our own community.                                                                                                                                                                                                            | Dates for the Parent/Community Forums in May are set and advertised through the Community Newsletter and social media. Community Newsletter in March explicitly addresses and clarifies the planned shift to Competency Based Education and Grading. May forum dates continue to be promoted (May 3, 14 and 21, 2018 at LRES, IHGMS and RHS respectively).                                                                                                                                                                                                                    | Principal coffee hours/forums will center on informal conversation and feedback related to the planned changes in grading for next year and beyond. Principals will discuss what is happening, solicit ideas and suggestions and develop a Q and A list in preparation for forums in May. Coffee hour/principal forum dates: LRES 4/20/18, IHGMS 4/19/18, RHS 4/21/18. These events are promoted through social media, Tuesday emails and newsletters.                                                                                                                                                                                                                                                                                                                   | Parent/Community Forums to take place at each school. May 3 - LRES, May 14 - IHGMS, May 21st - RHS. Forums will focus on 1) the value of the shift to CBE, 2) the new (upcoming) report card format 3) What aspects of grading will change next year for specific grade levels and why 4) transition issues if applicable. 5) Emphasis on the fact that we will have a hybrid approach (competency based and traditional hybrid) that is catered to our unique needs and values. Summary materials will be created, distributed and put online. RCTV will be asked to tape the forums. |
| <b>Community at Large</b> | Community Newsletter features an article regarding Competency Based Education, the value of shifting in that direction and how it will help students. Superintendent's Blog addresses a CBE issue at least once during the month.                                                                                                                                                       | Community newsletter and Superintendent's Blog includes special article on the work study practices and why it is important to set them aside from academic competencies when grading (a key component of CBE). Parents and public informed of the types of teacher training and activities that are coming up in March to support this shift; it is noted that the process will be catered to the needs of our own community.                                                                                                                                                                                                                | Continued: Community newsletter and Superintendent's Blog includes special article on CBE and why it is important for our students and their futures.                                                                                                                                                                                                                                                                                                                                                                                                                         | The Superintendent will submit at least one article regarding the shift to CBE to a local newspaper. Principal coffee hours/forums will center on informal conversation and feedback related to the planned changes in grading for next year and beyond. Principals will discuss what is happening, solicit ideas and suggestions and develop a Q and A list in preparation for forums in May. Dates: LRES 4/20/18, IHGMS 4/19/18, RHS 4/21/18. Social media and blogs will continue to be used to promote ideas and dates. Promotion of principal coffee hours/forums through RCTV. Administration plans carries out a presentation to the School Board regarding the planned transition in each school; feedback and guidance from the School Board will be solicited. | Community newsletter and Superintendent's blog continue to address CBE; the administration will ask RCTV to tape brief interviews of administrators at schools and the SAU talking about the shift toward CBE and new grading practices. One additional article to a (different) newspaper will be submitted. Forums for parents will also be advertised to members of the community who are interested.                                                                                                                                                                               |

| Group/Date                | June 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | July 2018                                                                                                                                                                                                                                                                                       | August 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | September 2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | October 2018                                                                                                                                                                                                                                                                                                                                                                              | November 2018                                                                                                                                                                                                                                                                                                                                                                                                                                          | December 2018                                                                                                                                                                                                                                                                                                               |
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| <b>Educators</b>          | Professionals engage in additional training related to increasing rigor in the context of Competency Based Education by defining expectations at various levels of performance in relation to competencies. Test server training and feedback continues with communication between teachers, technology support and administration. Additional summer training, if possible, focuses on rubrics for competencies and work study practices as well as quality performance assessments. | Potential summer institute work to address curriculum development, rubrics, QPAs. Summer newsletter provides update to teachers regarding test server and the results of their work along with any adjustments to new report card system that may take place based on their quarter 4 feedback. | Welcome back staff newsletter to reiterate changes that have been determined (and for which teachers have been trained) and the purpose of those changes; how they will help students. Rollover to 2018-19 live system will be highlighted. Training for new teachers (or those on leave in the spring) regarding the grading process will take place. Back to school (all staff) day will focus on the vision of CBE and the substantial steps that will take place this year (along with other closely related professional development to support CBE). | Two professional learning days will provide additional training and support of the transition to CBE and CB grading; ongoing curriculum development, rubrics development, calibration of performance expectations and especially the shift to teaching to the aligned competencies. Tech support to assist teachers more intensively and communicate regarding strategies to resolve difficulties in the gradebook if applicable. Staff newsletter update on status of CBE change at least once per month. | Faculty meetings and professional learning communities will focus on changes in instruction and assessment in relation to CBE. Teachers will be asked to volunteer to participate in making short videos of competency based education in their classrooms. Staff newsletter to update teachers regarding developments and milestones regarding the shift to CBE at least once per month. | Continued communication between administration and teachers during staff meetings, professional learning communities time. Teacher inservice day: sustained work and professional development related to curriculum and CBE. Teachers who volunteer will create videos of CBE activities with support from technology department of RCTV. Staff newsletter to update teachers on accomplishments and milestones regarding CBE at least once per month. | At staff meetings and via staff newsletter teachers will be acknowledged and congratulated for what they have accomplished to further CBE in Raymond in 2018. Emphasis will be on the benefits to students and how we will look ahead to more opportunities in 2019.                                                        |
| <b>Students</b>           | Example/illustration of report card format for the following school year will be shown to students at RHS and IHGMS and provided electronically. (Will also be sent home electronically to parents of LRES students)                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                 | New Student handbooks will be distributed; these will include changes in grading.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | All students will be given a refresher of changes in grading practices as they apply to the specific grade schools or grade levels. Students will see (again) the new report card format which will be printable (at home). Elementary students will learn about the report card in developmentally appropriate, student-friendly language that helps them understand expectations in classes and for work study practices; teachers will make these explicit to students in age-appropriate ways.         |                                                                                                                                                                                                                                                                                                                                                                                           | Before report cards come out teachers will review the format of the report card with students once again and ensure students that if they have any questions about their report cards or understanding them they can meet with the teacher who will be glad to explain any aspect of it.                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                             |
| <b>Parents</b>            | If additional questions from parents come in, they will be answered but compiled and shared with other parents via parent newsletters at the school level. Materials from May parent forums will be sent home (electronically) to the parents of all students. Links to videos of parent forums in May will be distributed through social media.                                                                                                                                      | Summer Newsletter - Special Edition all about CBE and grading practices at each school in the upcoming school year. RCTV interviews will be aired periodically through the summer.                                                                                                              | New Student handbooks will be distributed to parents as required annually; these will include changes in grading.                                                                                                                                                                                                                                                                                                                                                                                                                                          | Open Houses and Ice Cream Social will provide information about CBE and the new grading system. Technology department will offer parent trainings to those parents who would like additional training or support in using the parent portal to its fullest capacity; some minor changes will arise from the new report card format. Written information about these differences will be communicated in the community newsletter and in the Tuesday emails to parents.                                     | CBE videos will be distributed to parents and community to help parents understand the emphasis of CBE. Social media will be used to promote the videos.                                                                                                                                                                                                                                  | Special parent sessions will be offered at each school for parents who want to have more detailed information about the report cards and new grading procedures.                                                                                                                                                                                                                                                                                       | Videos of students engaged in CBE activities in Raymond will be shared with the community to help them understand what is going on in our schools and how CBE differs from traditional education in some respects. Social media will be used to share videos; links will be embedded into articles in community newsletter. |
| <b>Community at Large</b> | Community newsletter will include information about the parent forums in May. RCTV will begin airing the forums periodically; these will also be on their website.                                                                                                                                                                                                                                                                                                                    | Summer Newsletter - Special Edition all about CBE and grading practices at each school in the upcoming school year. RCTV interviews will be aired periodically through the summer.                                                                                                              | RCTV videos of forums and interviews continue to air.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Community newsletter will reiterate the exciting aspects of Back to School and what is new this year including a detailed explanation of the new report card formats, why we are making this change and how it will benefit students now and in the future.                                                                                                                                                                                                                                                | Videos regarding CBE will be shared with the community to help them understand what is going on in our schools and how CBE differs from traditional education in some respects. Social media will be used to share videos; links will be embedded into articles in community newsletter.                                                                                                  | Videos of students engaged in CBE activities in Raymond will be shared with the community to help them understand what is going on in our schools and how CBE differs from traditional education in some respects. Social media will be used to share videos; links will be embedded into articles in community newsletter.                                                                                                                            |                                                                                                                                                                                                                                                                                                                             |