

V. Implementation

- *Contact Roster:* This roster can be used by faculty members to seek assistance from the appropriate faculty and district personnel.
 - LISTO Design team--- This will be a fluid list that will be updated at the beginning of each school year to reflect changing faculty members and needs of the team. Each year the design team will strive to make positive alterations to this handbook as we learn which items need to be expanded and which items need to be eliminated. The team will also be comprised of committed professionals who seek to support the students and faculty members achieve constructive and attainable goals.
 - *The 2008-09 team will be added to this bullet when is membership is updated for the 2008-09 school year.*
 - Instructional Support teachers (IST) for each core subject
 - *This list will be updated to reflect district assignments for the 2008-09 school year. It will include Science, ELAR, Math and Social Studies ISTs.*
 - Administration: One administrator will be present during LISTO Design Team meetings
- *Administrators Role:* The principal and appropriate assistant principal will also be trained to give guidance in the implementation of SIOP and will be trained to evaluate the use of SIOP as it relates to PDAS.
- *Teachers' Role:*
 - Initial training--- All appropriate personnel will be trained by District ESL staff to implement SIOP.
 - Lesson plans--- Core teachers teaching the same subject in each grade are expected to plan as a team. Teaming will allow those new to SIOP to divide the work load and conquer each lesson with a partner. It will also allow master teachers to better model best practices for teachers beginning to use SIOP lesson plans.
 - Resources--- Resources will be made available to assist all teachers in fully utilizing SIOP in lesson construction. *Hyperlink to resources should be pasted in this location.*
 - Assistance--- As professionals and teachers, we will assist other teachers as we all strive to help our students become more knowledgeable and capable. We will accomplish this goal by guiding others to helpful resources, by being good resources ourselves, or by being positive sounding boards for learners who are also our fellow professionals.
 - Reflection--- Teachers will reflect on SIOP components within lesson plans and decide what worked and what can be improved.
 - Revise--- After reflection, teachers will revise plans for effective lesson preparation and delivery.
 - Success/Failure--- Teachers will come together as a team and share what worked and can be improved during scheduled PLC's.
 - Powerful Work Exhibit—Teachers will document an effective lesson implementation through the creation of panels exhibiting student work

samples, photos of students working, transcription of class discussions and / or student conversations and teacher reflection about results.

- *Mentor Program:*
 - First year of Implementation---LISTO Design Team will be on campus mentors.
 - Following years--- Veteran campus SIOP teachers will mentor new teachers as well as student teachers.

- *Model Classroom Program:*
 - In-service preparation--- Prior to In-service the design team will prepare in-building training for the faculty. This training will include:
 - Opportunities to observe an exemplary SIOP trained teacher in action.
 - Opportunities to experience an effective SIOP classroom set-up and to collaborate with a teacher. This will include the chance to observe the organization, physical arrangement and procedures in a SIOP classroom.
 - Tips for teachers who are assigned to manage multiple lesson plans and / or classrooms. This will also include tips for teachers who share their classroom with other professionals.
 - Model classrooms will be used for training purposes in the following areas:
 - To train teachers on campus
 - To train schools within the district
 - To train other school districts
 - To train student teachers