Administrator Planning Checklist

This document is designed to support administrators in designing a plan for a strong implementation and successful program launch. Please reach out with any questions to **support@mindresearch.org**.

Planning Checklist: Before Program Launch

Getting ST Math Summer Immersion Ready

- ☐ Set a start and end date for the program:
  - ☐ ST Math Summer Immersion has been designed to accommodate a 4-day or a 5-day summer school schedule. Determine which works best for your needs.
- ☐ Ensure students and teachers have access to ST Math accounts.
- ☐ Work with the MIND team to determine the best way to set up classes for ST Math Summer Immersion for your site(s) to meet your goals.
- ☐ Ensure there are at least enough computers for the instructional stations.
- ☐ Schedule professional learning for teachers:
  - ☐ 4 hours in-person or two 90-minute online webinars.
  - ☐ For new teachers to ST Math or those who have **not** completed PL 100, they will need to complete the **Foundations of ST Math interactive webinar** in the ST Math Academy.
  - ☐ Encourage your teachers to review the **Embedded Professional Learning** in ST Math Summer Immersion following training.
- ☐ Review curriculum resources:
  - ☐ **ST Math Summer Immersion Instructional Resources** provides a list of instructional support.
  - ☐ **ST Math Summer Immersion Materials List** identifies what math tools and other supplies are needed/recommended.
  - ☐ **ST Math Summer Immersion Documents for Print** outlines documents for print.
- ☐ Send home parent letters [**English**] [**Spanish**] or post/email this link **bit.ly/welcome.stmath.**
- ☐ Schedule the **Learning Showcase and Celebration** on the last day of the program.
- ☐ Plan for opportunities to **celebrate students** throughout the program.

Monitor Program

Monitor Checklist: Modules 1-5

Set and Monitor Goals

ST Math Summer Immersion is a 20-25 day program and a minimum of 60 minutes per block. Set an overall 20-25 day ST Math goal as a building, grade level, and/or class.

- ☐ Review the **Scope and Sequence Document**. It can also be found on the ST Math Summer Immersion website, under the Implementation Resources section.
- ☐ Encourage the use of the **Data Trackers** so students can set goals and track and monitor their individual progress toward the goals.
- ☐ For more information read our blog on goal setting ***Empowering Students Through Individual Goal Accountability***.
- ☐ Monitor ST Math data. To better understand the data in ST Math visit our **Help Site**.
- ☐ Monitor results of pre/post assessments and/or pre/post quizzes which are both optional.

Support Student Thinking

ST Math Summer Immersion includes resources for teachers designed to help them support student thinking, development of strategies, and deepening of content understanding. Review the teacher support resources:

- ☐ **Teacher Guide** provides a wealth of information regarding ST Math Summer Immersion including:
  - ☐ An overview of the program.
  - ☐ The science behind the learning and how to make it accessible to all students.
  - ☐ Engagement strategies and facilitation techniques to encourage discourse.
  - ☐ Monitoring student learning tools.
  - ☐ Instructional station guidelines to maximize personalized learning.
- ☐ **Teacher Planner** includes modular checklists and graphic organizers to support teacher preparation.
- ☐ **Teacher Problem Solving Facilitation Bookmark** provides questions for teachers that are aligned to the Problem Solving Process and promote student thinking.
- ☐ **Embedded Professional Learning** provides support for implementing the instructional practices designed in ST Math Summer Immersion.
- ☐ **Monitor Student Learning Guide** helps support teachers in tracking and monitoring students' learning, growth, and mathematical understanding.
- ☐ **Problem Solving Journal Answer Keys** provides answers, possible student solutions, and look-fors for each grade level's problem of the day. It is located on the ST Math Summer Immersion website for each grade level.

Celebrate Students' Growth & Development

Celebration Checklist: End of Program

Celebrate Students' Growth & Development

- ☐ Celebrate your students at the **Learning Showcase and Celebration** on the final day.
- ☐ Print and cut the **Immersion Debrief Bookmark** [**English**] [**Spanish**]
- ☐ Send learning showcase **invitations** to parents and the community
- ☐ Throughout the program, use the ST Math certificates to celebrate the quantitative and qualitative accomplishments of students.
  - ☐ Celebrate students as they achieve their puzzle and minute goals.
  - ☐ Consider celebrating students' soft skills throughout the program and building on their strengths.
    - ☐ Highlight the type of thinking observed in students as they engage in conversation and name it on a certificate.
    - ☐ Examples of what to include on certificates: *Great Mathematical Thinking*, *Way to Use Your Problem-Solving Skills*, *Good Job Persevering*, *Great Use of Strategies*, *Way to Extend Your Thinking on _____ (concept)*.
  - ☐ Use encouraging notes. We have editable versions on our **Encouraging Notes** page.
- ☐ Create a "Perseverance Wall." Invite students to write advice, encouraging words, or useful strategies for overcoming hurdles.