



# *Team Planning Document for*

---

# *West Potomac High School*

The overarching goal for 2015-2016 High School Vanguard Teams is to create a plan that will:

- guide teachers in designing instructional experiences that increase student **engagement** and provide opportunities to create and think critically;
- assist teachers in making the best use of available technology, both provided by FCPS and **student owned technology**
- develop **technology literacy skills** for students through professional development and coaching opportunities for teachers
- increase access to technology for students

All plans and the Synthesis of Training need to have an administrator's signature prior to submission.

This template and other Vanguard Documents can be accessed from the Google Apps for Education site (<http://goo.gl/MkUyW> )



---

---

## High School Vanguard Teams SY 2014-2015:

### Vanguard Team Members and Administrators

School Administrator for Technology Drew Hamlin Phone 703-718-2668

School-Based Technology Specialist (SBTS) Zina Facemire Phone 703-718-2662

### Vanguard Team Members

Name	Curriculum Area	Grade Level
1. Jessica Landon	Library	
2. Michael Johnson	Student Services	
3. TBD	CTE	
4. George Coe	Social Studies	
5. Jacques Nong Bateki	World Languages	
6. Andrea De Gatica	ESOL	
7. Jeff Feinstein	Social Studies	
8. Maura Neumeister	Mathematics	
9. Jason Hescock	PE	
10. Philip Clark	Fine Arts	
11. Whitney Huntington	English	
12. Tania Contreras	Special Education	
13. Eli Hyman	Science	

Throughout their careers in FCPS, students will have opportunities to acquire skills and demonstrate proficiency in **accessing information, communicating and applying knowledge, and creating solutions to problems** using technology. The West Potomac High School will ensure that teachers and students will be empowered with growth of technological literacy through further technology integration in planning, instruction, and assessment.

The Vanguard Team will facilitate this achievement of this goal will be:

- 1) Technology Share Fair
  - a. School-wide outreach
  - b. Departmental outreach
  - c. Team outreach
- 2) Vanguard Team empowerment of respective departments
- 3) Vanguard Team capacity building of teacher technology toolkits (organized by ISTE Standard)

- a. Development of Technology ToolKit
- b. Vanguard team members are the technology mentors (school-wide and departmental)
- c. In-house training/professional development by Vanguard team members online or on-site

## How Technology Will Be Used to Support Student Learning

Using the chart below, provide examples of how the ISTE Standards are being addressed at your school.

<u>ISTE Standards for Students</u>
<p><b>1. Creativity and Innovation</b>            Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:</p> <ul style="list-style-type: none"> <li>A. Apply existing knowledge to generate new ideas, products, or processes.</li> <li>B. Create original works as a means of personal or group expression.</li> <li>C. Use models and simulations to explore complex systems and issues.</li> <li>D. Identify trends and forecast possibilities.</li> </ul>
<p><b>Examples:</b> Diverse student-created deliverables that embrace the use of technology through process and in product.</p>
<p><b>2. Communication and Collaboration</b>            Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:</p> <ul style="list-style-type: none"> <li>A. Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.</li> <li>B. Communicate information and ideas effectively to multiple audiences using a variety of media and formats.</li> <li>C. Develop cultural understanding and global awareness by engaging with learners of other cultures.</li> <li>D. Contribute to project teams to produce original works or solve problems.</li> </ul>
<p><b>Examples:</b> Efforts led and shepherded by the Vanguard technology team per each discipline area will be centered through Vanguard team meetings and guided by the four elements of effective Technology Integration through the Communication and Collaboration sub-goals.</p>
<p><b>3. Research and Information Fluency</b>            Students apply digital tools to gather, evaluate, and use information. Students:</p> <ul style="list-style-type: none"> <li>A. Plan strategies to guide inquiry.</li> <li>B. Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.</li> <li>C. Evaluate and select information sources and digital tools based on the appropriateness to specific tasks.</li> <li>D. Process data and report results.</li> </ul>
<p><b>Examples:</b> Instructional strategies to incorporate technology through learning will be scaffolded based on student needs and interest levels.</p>
<p><b>4. Critical Thinking, Problem Solving, and Decision Making</b></p>

---

---

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. Students:

- A. Identify and define authentic problems and significant questions for investigation.
- B. Plan and manage activities to develop a solution or complete a project.
- C. Collect and analyze data to identify solutions and/or make informed decisions.
- D. Use multiple processes and diverse perspectives to explore alternative solutions.

**Examples:** Through observations and share fairs, teachers will demonstrate how students have exercised higher order, critical, and creative thinking skills integrating technology.

### **5. Digital Citizenship**

Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:

- A. Advocate and practice safe, legal, and responsible use of information and technology.
- B. Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- C. Demonstrate personal responsibility for lifelong learning.
- D. Exhibit leadership for digital citizenship.

**Examples:** Students utilize social media in a respectful manner.

### **6. Technology Operations and Concepts**

Students demonstrate a sound understanding of technology concepts, systems, and operations. Students:

- A. Understand and use technology systems.
- B. Select and use applications effectively and productively.
- C. Troubleshoot systems and applications.
- D. Transfer current knowledge to learning of new technologies.

Vanguard Team Goals 2015-2016

Please submit 2 goals that your team will work on during the 2015-2016 school year based on your school's instructional vision and needs.

	School Name:	Goal 1: <i>Increasingly integrate the use of technology to help ensure engaging, relevant, rigorous instruction at all levels.</i>	Goal 2: <i>Further utilize technology to systematize structures for successful organizational operations.</i>
1	<p><b>Specific</b> Exactly what is it that your team wants to achieve? Explain: what, why, who, where and when.</p>	<p>If successful in meeting your goal, what will it look like? (Include specific target groups, why this is a goal, and what will be the result of your goal). <u>Indicators:</u></p> <ul style="list-style-type: none"> <li>• Greater levels of differentiated instruction and assessment in all classrooms;</li> <li>• Differentiated means of accessing the curriculum and demonstrating mastery through content, learning process, and product;</li> <li>• Greater level of student facilitation of their learning.</li> </ul>	<p>If successful in meeting your goal, what will it look like? (Include specific target groups, why this is a goal, and what will be the result of your goal) <u>Indicators:</u></p> <ul style="list-style-type: none"> <li>• Greater use of software programs and technology in collaborative teams (CTs) to document and facilitate planning for instruction and planning and analysis of assessment data;</li> <li>• Greater use of software programs and technology on an individual basis.</li> </ul>
	Response to Question 1		
2	<p><b>Manageable</b> Your team must be able to manage and monitor the steps to reach your goal. Who will be involved? Timelines?</p>	<p>What is your plan? Include description of training model and strategies.</p> <ul style="list-style-type: none"> <li>• Turn around training by Vanguard team members per each department;</li> <li>• Professional development activities differentiated per each department (or multiple departments) differentiated based upon needs assessments conducted by the Vanguard team members in their respective departments.</li> <li>• Share Fair</li> <li>• School-wide training(s)</li> </ul>	<p>What is your plan? Include description of training model and strategies.</p> <ul style="list-style-type: none"> <li>• Turn around training by Vanguard team members per each department;</li> <li>• Professional development activities differentiated per each department (or multiple departments) differentiated based upon needs assessments conducted by the Vanguard team members in their respective departments.</li> <li>• Share Fair</li> <li>• School-wide training(s)</li> </ul>
	Response to Question 2	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

3	<p><b>Achievable</b> The goal should be realistic enough to achieve.</p>	<p>Why is this goal important and relevant?</p> <ul style="list-style-type: none"> <li>This goal is particularly relevant in coordination with West Potomac High School's key focus area of ensuring engaging instruction in all classes.</li> </ul>	<p>Why is this goal important and relevant?</p> <ul style="list-style-type: none"> <li>This goal is particularly relevant in coordination with West Potomac High School's key focus area of successfully systematizing structures.</li> </ul>
	Response to Question 3		
4	<p><b>Relevant</b> Your goal should be relevant to goals in School Improvement Plan or school vision/mission statements.</p>	<p>How is this goal relevant to your school's improvement plan or vision/mission statement?</p> <ul style="list-style-type: none"> <li>This goal is particularly relevant in coordination with West Potomac High School's key focus area of ensuring engaging instruction in all classes.</li> </ul>	<p>How is this goal relevant to your school's improvement plan or vision/mission statement?</p> <ul style="list-style-type: none"> <li>This goal is particularly relevant in coordination with West Potomac High School's key focus area of successfully systematizing structures.</li> </ul>
	Response to Question 4		
5	<p><b>Time-Bound</b> Goals must have a deadline.</p>	<p>What is your timeline? Benchmarks?</p> <ul style="list-style-type: none"> <li>Monthly Vanguard Technology team meetings</li> </ul>	<p>What is your timeline? Benchmarks?</p> <ul style="list-style-type: none"> <li>Monthly Vanguard Technology team meetings</li> </ul>
	Response to Question 5		
6	<p>What evidence can you provide that demonstrates your progress towards meeting your goals?</p>	<p>Evidence can include specific lessons, student work samples, images, statements from students or staff, surveys, etc.</p> <ul style="list-style-type: none"> <li>Evidence will come through: <ul style="list-style-type: none"> <li>Lessons integrating technology on a greater level</li> <li>Work samples</li> <li>Images</li> <li>Anecdotal data from teachers and Vanguard team members</li> </ul> </li> </ul>	<p>Evidence can include specific lessons, student work samples, images, statements from students or staff, surveys, etc.</p> <ul style="list-style-type: none"> <li>Evidence will come through: <ul style="list-style-type: none"> <li>More efficient structures for systematizing operations for departments, teams, and on an individual basis</li> </ul> </li> </ul>
	Response to Question 6		

---

This document has been developed by the members of our school's Vanguard Team and presents an implementation plan for technology integration at West Potomac High School.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Reflection and next steps:

Please provide a summary statement regarding your progress with meeting your goals.

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Innovative Project **(NEW!)**

Schools often struggle with funding special projects that are innovative and provide an opportunity for teachers to test ideas that increase student engagement, reinforce critical and creative thinking, and improve student achievement through the use of technology. Sometimes, grants become available or business partners want to donate funds for innovation. Below is your opportunity to share your ideas for innovative integration ideas that promote technology literacy and digital learning. Please submit a sample project plan for at least one idea that your school would like to implement if funds become available using this form <http://goo.gl/jfTHS0> (Make sure you are logged into Google Apps for Education or copy and paste link in browser)