

Part 1: School General & Background Information

***Please complete and fax to MLRC by September 12, 2008*



**a program of*

A Chance To Grow Inc.

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Stimulating Maturity through Accelerated Readiness Training

The primary focus of the Minnesota Learning Resource Center (MLRC) is to train educators, professionals and parents in its innovative interventions, Stimulating Maturity through Accelerated Readiness Training (S.M.A.R.T.), NeuroTechnology (AVE/EEG) and Hemisphere Specific Auditory Stimulation (HSAS). Individual schools can replicate one or all of these interventions by becoming a Designated Learning Site (DLS). This Information Form is intended to formalize the relationship between the MLRC and DLS.

SECTION A

Date _____ District Name _____ County _____

School _____

Principal _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

E-Mail _____ Fax (____) _____

Hours in session (students) ____ a.m. to ____ p.m. (teachers) ____ a.m. to ____ p.m.

REQUIRED Emergency Phone Number * (____) _____

* To be used by the MLRC Mentor in the event of uncertain weather.

SECTION B

Please indicate total number of classrooms per each grade level in the school (include those participating and not participating in the S.M.A.R.T. program).

Early Childhood _____ Full / Half / Alternate Day In session: M T W Th F

Kindergarten _____ Full / Half / Alternate Day In session: M T W Th F

1st _____ 2nd _____ 3rd _____ 4th _____ Other _____

Other pertinent information _____

Attach a copy of the district teachers' calendar including scheduled breaks and non-student days.

ESTABLISHING S.M.A.R.T. TEAM

It is recommended that each S.M.A.R.T. DLS have four to six Team Members trained at a S.M.A.R.T. Workshop. (The MLRC recommends: DLS School Principal, Classroom Teacher(s), Physical Education Teacher(s), Adaptive Physical Education Teachers, Occupational Therapists and Paraprofessional(s).) **Please include ALL staff trained at a S.M.A.R.T. Workshop.** If necessary, attach an additional page to include ALL team members.

Team Members are responsible for 1) attending a S.M.A.R.T. Workshop, 2) implementing the S.M.A.R.T. program and 3) providing support to S.M.A.R.T. staff. Any teacher or teaching assistant who is using S.M.A.R.T. activities with students MUST have gone through an entire S.M.A.R.T. workshop. **S.M.A.R.T. Team Leader is responsible for:** 1) all requirements indicated for Team Members, 2) during a testing year - collecting the required demographics indicated on page 4 of Part 2: School S.M.A.R.T. plan and providing it to the MLRC within the time frame set forth and in accordance with the instructions on page 4-5, and 3) sharing of S.M.A.R.T. correspondence and information between the MLRC and team members. **The TWO S.M.A.R.T. Team Leaders are expected to serve in this role for the entire school year.**

SECTION C

It is imperative that ALL information be completed for all S.M.A.R.T. Team Members.

S.M.A.R.T. Team Leader _____ Grade _____ Room # _____
Phone (____) _____ Fax (____) _____ Date Trained _____
E-Mail _____
Address (if different from Principal) _____
City _____ State _____ Zip _____

S.M.A.R.T. Team Leader _____ Grade _____ Room # _____
Phone (____) _____ Fax (____) _____ Date Trained _____
E-Mail _____
City _____ State _____ Zip _____

Team Member 3 Name _____ Grade _____ Room # _____
Phone (____) _____ Fax (____) _____ Date Trained _____
E-Mail _____
City _____ State _____ Zip _____

Team Member 4 Name _____ Grade _____ Room # _____
Phone (____) _____ Fax (____) _____ Date Trained _____
E-Mail _____
City _____ State _____ Zip _____

Team Member 5 Name _____ Grade _____ Room # _____
Phone (____) _____ Fax (____) _____ Date Trained _____
E-Mail _____
City _____ State _____ Zip _____

NOTE: Any person in charge of students doing the S.M.A.R.T. program **MUST** have attended the full S.M.A.R.T. Workshop.

Part 1: School Background Information Check List

- Section A: School address and General Information** _____
- Section B: Number of classes PER GRADE in the school** _____
- Section C: S.M.A.R.T. Team Member information** _____
- Section D: Classrooms participating in S.M.A.R.T. with number of students** _____
- Section E: COMPLETED BY MENTOR** _____
- Section F: Funding information** _____

The information requested in Part 1: School General Information is completed and checked by the Team Leader and the Principal.

_____ /_____/_____
S.M.A.R.T. Team Leader Date

_____ /_____/_____
DLS Principal Date

_____ /_____/_____
MLRC Director, Nancy Farnham Date

Part 2: School S.M.A.R.T. Plan

***Please fill out to the best of your ability prior to your first mentor visit
Mentor must turn in copy to MLRC two weeks after first mentor visit*

Teacher _____ Grade _____

SECTION G

30 minutes, Everyday, All Year Through of Core Activities

(Each participating teacher listed in SECTION D of Part 1: School General Information must complete this page.)

Each teacher must document how she/he plans to administer a minimum of 30 minutes per day of the Core S.M.A.R.T. Activities (which include ONLY the following) in the school year.

List the number of minutes the students in the classroom are involved on a DAILY basis in the Core S.M.A.R.T. Activities:

CORE Activities:

Floor

Crawling (Alligator p.66)

Creeping (Track p.69, Dog Show p.72)

Rolling (Pencil or Hotdog p.36, Forward p.38, Cartwheels p.39)

Spinning (Helicopter p.44, Astronaut p. 41, Spinning Board p.42)

Balance (Beam p.51, Sequence p.47, Flamingos p.49, R. Shuffle p.54, Boards p.55, C. Hop p.56, Word Search p.57)

Overhead Ladder (Overhead Ladder p.76)

Reflexes (Rocking Horse p.24, Wall Lean p.26, Giraffe Stretch p.27, Superman p.24, Popcorn p.26)

Mins per Day

Vision

Basic Vision (p.160)

Focusing (Near/ Far Focus p.166, Near/ Far Focus Charts p.168)

Eye Teaming (Thumbkins p.174, Pencil Push-Ups p.176, Brock String p. 178)

Eye Movements (Wagon Wheels p.148, Visual Pursuits p.151, Swinging Ball on a String p.152,

Saccadic Yardstick p.154, Scanning Game p.155, Peg Arc p.157, Sliding Bead p.158)

TOTAL CORE Minutes Per Day (Total all Floor and Vision minutes)

5 Minutes per DAY of SMART Classroom Activities may be added (as noted in Section H)

Goal is a MINIMUM of 30 mins

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Additional Minutes per WEEK in Physical Education, or _____

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Remember this is actual time the students are engaged in activities.

This does not include time for setup/ tear down, breaks and non-student days.

SECTION H**S.M.A.R.T. Classroom Activities:**

(Each participating teacher listed in *SECTION D* of Part 1: School General Information **MUST** complete this page.)

The MLRC encourages each teacher to use these classroom activities daily.

Teachers may use a total of 5 minutes per day towards the minimum 80 hours.

Check each activity that is used in the classroom on a daily basis.

- Airplane Writing
- Rainbow Tracing
- Domino Dot Cards
- Fast Math Facts
- Number Ladders

Suggested Transition Activities

- Sound Blending
- Auditory Discrimination
- Auditory Closure
- Auditory Commands
- Visual Commands
- Cross Pattern Walking

SECTION I**S.M.A.R.T. Playground Activities:**

The MLRC encourages students to use these activities daily.

Check each activity that is encouraged daily on the playground.

- Hop Scotch
- Swings
- Monkey Bars
- Inversion
- Rope Skipping
- Jump Rope
- Climbing

Note: INCLUDE A COPY OF THE CLASSROOM SCHEDULE DOCUMENTING S.M.A.R.T. ACTIVITIES.

FOR THOSE YEARS THAT TESTING IS REQUIRED,
THE FOLLOWING INFORMATION MUST BE COMPLETED.

TESTING REQUIREMENTS – NOT REQUIRED 2008-2009 SCHOOL YEAR
(Each participating teacher listed in *SECTION D* of Part 1: School Background Info **MUST** complete this page.)

In addition to the Demographic Background Checklist (included with testing materials), each teacher must complete the required tests for all DLS's listed below by grade level. Please take note whether tests are to be administered as: **Pre-tests** in the fall or **Post-tests** in the spring.

Pre-test results and Demographic Background Checklists must be submitted to the MLRC.
The DLS must retain a copy of Demographic Background Checklists INCLUDING ALL TEST SCORES. All test originals and a copy of Demographic Background Checklists will be collected by the mentor.

FALL TESTING WINDOW

Begin the second week of school, test for two weeks

SPRING TESTING WINDOW

Begin with four weeks remaining, test for two weeks

Test administration and scoring directions will be sent to the S.M.A.R.T. Team Leaders. In addition, the Slosson Oral Reading Test (for sites selected by the MLRC to do this test) will be provided by the MLRC.

SECTION K

Kindergarten	Pre-tests	Human Figure Drawing Brigance 37 word list Printing/Copying text on 3-line paper
	Post-tests	Human Figure Drawing Brigance 37 word list Printing/Copying text on 3-line paper
1st Grade & up	Pre-test	Slosson Oral Reading Test
	Post-tests	Slosson Oral Reading Test

Also REQUIRED:

Indicate the school's **Reading Series**

Indicate any required district testing **AND** dates

Testing Materials:

When the Demographic Background Checklist and pre-testing is completed, the information from each teacher should be bundled together in preparation for the mentor. Lead Teachers will score the tests and document the scores onto the completed appropriate Demographic Background Checklist.

1) Demographics (included with testing materials), copies of the Demographic Background Checklist must be made and the originals **MUST BE RETAINED BY THE SCHOOL.** **2) K tests** should be grouped by test and placed in numerical order **3) First grade and above** Slosson (SORT) pre-tests should be bundled in grade order.

Instructions for S.M.A.R.T. Team Leaders

School S.M.A.R.T. Plan form:

1) The S.M.A.R.T. Team Leaders should distribute copies of pages 1-3 (One copy should be given to each teacher listed on *SECTION D, Part 1: School Background Information*). This includes ALL teachers who are participating in S.M.A.R.T. Please make extra copies as needed at the school.)
2) Each participating teacher should complete pages 1-3 and return them to the S.M.A.R.T. Team Leaders. 3) Once completed, the S.M.A.R.T. Team Leaders must attach pages 1-3 from each teacher to the completed School S.M.A.R.T. Plan. 4) **When everything for the site is assembled**, the S.M.A.R.T. Team Leaders should send the **completed** School S.M.A.R.T. Plan to their **S.M.A.R.T. Mentor**. ALL INCOMPLETE AGREEMENTS WILL BE RETURNED FOR COMPLETION. All sections MUST be completed by the DLS.

Upon receipt of the completed Part 1 (School Background information) and Part 2 (School S.M.A.R.T plan) your site will be mailed a certificate from the MLRC, designating the school a "S.M.A.R.T. School".

Once all information has been collected from the S.M.A.R.T. Teachers, please go through the check list and sign, indicating that the information is correct.

Part 2: School S.M.A.R.T. Plan Check List

Collected from each teacher participating in the S.M.A.R.T. program:

Section G, H, I, and J: Minutes of S.M.A.R.T., Classroom Activities & Space _____

S.M.A.R.T. Team Leader _____/_____/_____
Date

S.M.A.R.T. Team Leader _____/_____/_____
Date

DLS Principal _____/_____/_____
Date

MLRC Mentor _____/_____/_____
Date

MLRC Director, Nancy Farnham _____/_____/_____
Date

REMEMBER to attach a copy of the district teachers' calendar including scheduled breaks and non-student days.