

## Middle Years Programme - Action plan

**Submission for authorization:** schools are required to use this template in planning their submission for authorization. It is organized according to the headings of the Programme standards and practices. School objectives will be defined in relation to the IB requirements for authorization to offer the MYP, as stated in the document Guide to school authorization: Middle Years Programme.

**Submission for programme evaluation:** schools are required to use this template to submit their plan in order to continue implementing the programme for the next five years. It is organized according to the headings of the *Programme standards and practices*. The school will include objectives drawn from the recommendations and matters to be addressed from the evaluation report.

Add rows as necessary.

**For partnerships only:** The action plan must be completed by all partner schools together. Within the plan, identify the actions that individual partner schools need to do on their own. This chart will be submitted by the contact school.

### A: Philosophy

The school's educational beliefs and values reflect IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
The school shows evidence of developing the fundamental concepts of the MYP.	Provide professional development for teachers	10-2012	MYP Coordinator	N/A	PD agenda School calendar Administrative Agendas School Education Plan
Teachers and students demonstrate an understanding and awareness of the areas of interaction.	Create lesson/unit plans for teacher to develop student understanding of IB MYP.  Offer job-embedded PD for staff to raise awareness of IB MYP.	6-2013	MYP Coordinator	N/A	Unit Aol posted in the classroom Classroom observation checklist Submitted unit plans Data from interviews with students
The school strongly encourages participation for all students.	Create a master schedule that allows for full participation for all students.	6-2013	Principals Director of Guidance ACPS Director of K-12 Special Programs	Possible additional courses	Data (chart/spreadsheet) indicating number of students fully participating in the programme with justification for those not fully participating.  Master schedule

The purpose of this action plan template is to document progress and development of the programme at the school at all times.

## B: Organization

### BI: Leadership and structure

The school's leadership and administrative structures ensure the implementation of the Middle Years Programme.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
The Middle Years Programme Coordinator is part of the school pedagogical leadership team.	MYP Coordinator to meet regularly with administrators and instructional coaches.	10-2012	MYP Coordinator	N/A	Meeting minutes Coordinator calendar
The head of school/principal and programme coordinator demonstrate pedagogical leadership aligned with the philosophy of the programme.	Regularly use IB terminology and philosophy in daily work with teachers and students.	6-2013	Principals Assistant Principals	N/A	Meeting agendas Walk through feedback for teachers
The school has developed and implements a language policy that is consistent with IB expectations.	Convene meetings to create an ACPS language policy	4-2012	Division MYP Coordinator School based MYP Coordinators ELL and World Language Coordinators	N/A	ACPS Language Policy
The school has developed and implements a special education needs policy that is consistent with IB expectations and with the school's admission policy.	Convene meetings to create an ACPS special education policy	4-2012	Division MYP Coordinator School based MYP Coordinators Special Education Coordinator	N/A	ACPS Special Education Policy
The school has developed and implements an assessment policy that is consistent with IB expectations.	Convene meetings to create an ACPS assessment policy	4-2012	Division MYP Coordinator School based MYP Coordinators Director of Curriculum & Instruction	N/A	ACPS Assessment Policy
The school has developed and implements an academic honesty policy that is consistent with IB expectations.	Convene meetings to create an ACPS academic honesty policy	4-2012	Division MYP Coordinator Curriculum Facilitators School based MYP Coordinators	N/A	ACPS Academic Honesty Policy

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## B2: Resources and support

The school's resources and support structures ensure the implementation of the Middle Years Programme.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
The school complies with the IB professional development requirement for the Middle Years Programme at authorization and at evaluation	Staff members from each subject area, from each school to attend Category 1 and Category 2 training  Remaining staff members to receive job-embedded PD	12-2011	MYP Coordinator	N/A	Master list of staff members attending IB PD  Master list of staff members attending Hammond PD
The schedule or timetable provides a minimum requirement of 50 teaching hours per subject group per year.	Create a master schedule that allows for full participation for all students.	6-2013	Principals  Director of Guidance  ACPS Director of K-12 Special Programs	Possible additional courses	Data (chart/spreadsheet) indicating number of students fully participating in the programme with justification for those not fully participating.
The schedule or timetable provides a broad and balanced choice of subjects, including at least one subject from each of the eight subject groups and promotes concurrency of learning.	Create a master schedule that allows for full participation for all students.	6-2013	Principals  Director of Guidance  ACPS Director of K-12 Special Programs	Possible additional courses	Data (chart/spreadsheet) indicating number of students fully participating in the programme with justification for those not fully participating.

## C: Curriculum

### CI: Collaborative planning

Collaborative planning and reflection supports the implementation of the Middle Years Programme.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
The school has an approach to curriculum planning that includes all Middle Years Programme teachers.	School utilizes the structure of Content Learning Teams to create unit plans and make recommendations to the Curriculum & Instruction office for curriculum revisions.	6-2012	Administrators  MYP Coordinator  Curriculum & Instruction personnel  Teachers	N/A	Completed unit plans  Curriculum updates  CLT minutes

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Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
The school follows the Middle Years Programme planning process.	School creates a collaborative planning and reflection process to be utilized by all teaching staff.	2-2012	MYP Coordinator Instructional Coaches Principals	Funding for occasional substitutes @ \$90/day.	CLT calendar Completed unit plans
Collaborative planning and reflection facilitates interdisciplinary learning to strengthen cross-curricular skills and deepening of disciplinary understanding.	School provides time during the day for interdisciplinary planning.	10-2013	MYP Coordinator Instructional Coaches Principals	Funding for occasional substitutes @ \$90/day.	CLT calendar Completed unit plans ACPS curriculum guides
Collaborative planning takes place regularly and systemically.	Teachers attend weekly CLT meetings for planning.	9/2011	Instructional Coaches Administrators MYP Coordinator	N/A	CLT calendar Completed unit plans
Collaborative planning and reflection incorporates differentiation for students' learning needs and styles.	Provide professional development on differentiation techniques. Special Education and ELL teachers provide accommodation for unit plans Collaboration between ELL/SpEd teachers and content area teaches	12-2012	Special Education & ELL Inclusion Specialists Instructional Coaches Special Education & ELL teachers	N/A	Differentiated unit plan Differentiated assessments (transfer tasks) CLT attendance
Collaborative planning and reflection is informed by assessment of student work and learning.	CLT to examine student work and assessment data. Associate Principals will facilitate data meetings. Create a protocol for looking at student work that teachers use regularly in CLT	2/28/2013	Associate Principals	N/A	CLT calendar and minutes Minutes and action plans written during data meetings.

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## C2: Written curriculum

The school's written curriculum reflects IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
The curriculum fulfils the aims and objectives of each subject group and where applicable, the personal project.	IB aims and objectives embedded into ACPS curriculum guides	6-2012	Director of Curriculum & Instruction Curriculum Facilitators MYP Coordinators	N/A	ACPS curriculum guides
The school uses the prescribed Middle Years Programme objectives to develop and document interim subject-specific objectives.	Convene department meetings to document interim objectives for each grade level	2-2013	Principals & Assistant Principals Department Leads MYP Coordinator	N/A	Hammond MYP interim objectives for each subject area
The written curriculum includes the following: a subject-specific vertical planning document; vertical planning for the student learning expectations of each area of interaction; horizontal planning for approaches to learning.	Convene department meetings to document learning expectations, Aol and Approaches to Learning	4-2013	Principals & Assistant Principals Department Leads MYP Coordinator	N/A	ACPS curriculum guides Chart of vertical and horizontal planning document
The units of work are documented on unit planners and follow the Middle Years Programme unit planning process.	CLT meetings to create unit plans	4-2012	Teachers MYP Coordinators	N/A	Completed unit plans
The curriculum develops the student learning expectations for the areas of interaction within and across subjects to foster disciplinary and interdisciplinary relationships.	Convene department meetings to document Aol  Create a document listing Aol for each subject area	5-2013	Principals & Assistant Principals Department Leads MYP Coordinator	N/A	ACPS curriculum guides Completed unit planners
The curriculum defines expectations for involvement in service in each year of the programme.	Convene department meetings to document service learning opportunities	6-2013	Principals & Assistant Principals Department Leads MYP Coordinator	N/A	ACPS curriculum guides Department documents highlighting service learning opportunities

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Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
There is a system for the regular review of individual units of works, vertical and horizontal subject documentation and documentation of the areas of interaction.	<p>Convene department meetings to analyse curriculum and determined suggested Aol for each unit</p> <p>CLT to review and reflect of taught units and provide feedback to Office of Curriculum and Instruction</p>	6-2013	<p>Director of Curriculum &amp; Instruction</p> <p>Curriculum Facilitators</p> <p>MYP Coordinators</p> <p>Teacher</p>	N/A	<p>ACPS curriculum guides</p> <p>CLT unit reflections</p>
The school documents the curriculum in terms of subject content, including conceptual understanding and skills that will allow students to reach the prescribed objectives.	Complete curriculum guides	6-2011	<p>Director of Curriculum &amp; Instruction</p> <p>Curriculum Facilitators</p>	N/A	ACPS curriculum guide

### C3: Teaching and learning

#### Teaching and learning reflects IB philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
Teaching and learning at the school addresses the students' learning expectations for each area of interaction.	Coach teachers and CLTs to include Aol in Stages 1 and 2 of unit planning	12-2012	MYP Coordinator	N/A	<p>Completed unit planners</p> <p>Data from classroom observations</p> <p>Student reflections on Aol</p>
Teaching and learning at the school uses the areas of interaction as contexts.	<p>Provide PD for all teachers</p> <p>Take teachers to visit IB schools</p> <p>Convey teaching expectations to teachers regarding Aol</p> <p>Create an observation protocol for IB teaching and learning and use it when visiting classrooms</p>	1-2013	<p>MYP Coordinator</p> <p>Instructional Coaches</p>	N/A	<p>Completed unit plans</p> <p>Data from classroom observations</p> <p>Bulletin board displays</p> <p>Samples of student work</p>

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Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
Teaching and learning allows students to meet the Middle Years Programme objectives in each subject group.	Provide PD for all teachers	1-2013	MYP Coordinator	N/A	Sample completed unit plans from each subject group
Teaching and learning creates opportunities for involvement in service in every year of the programme and ensures its qualitative monitoring.	Discuss service opportunities during grade level CLT meetings Create a service project calendar at each grade level	9-2012	MYP Coordinator Principals	N/A	Service project calendar Grade level meeting notes Qualitative records for student participation
Teaching and learning differentiates instruction to meet students' learning needs and styles.	Provide professional development on differentiation techniques. Special Education and ELL teachers provide accommodation for unit plans	12-2012	Special Education & ELL Inclusion Specialists Instructional Coaches Special Education & ELL teachers	N/A	Differentiated unit plan
Teaching and learning develops the IB learner profile attributes.	Provide PD for all teachers Take teachers to visit IB schools Convey teaching expectations to teachers regarding AoI Create an observation protocol for IB teaching and learning and use it when visiting classrooms	1-2013	MYP Coordinator Instructional Coaches Principals Associate Principals	N/A	Completed unit plans Data from classroom observations based on the protocol Teacher reflections to create next steps/action plan
Teaching and learning engages students in reflecting on how, what and why they are learning.	Provide PD for all teachers on why and how to conduct student reflections Highlight successful strategies used by other teachers Create video highlighting student reflection Teachers share student reflections during CLT meetings	12-2012	MYP Coordinator Instructional Coaches Department leads	N/A	Reflection video Samples of student reflections

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#### C4: Assessment

Assessment at the school reflects IB assessment philosophy.

Objective	Actions	Date to be achieved	Person/group responsible for achieving this objective	Budgetary implications	Evidence of achievement or of progress towards achievement of the objective
The school implements a coherent framework of assessment criteria aligned with the school's interim objectives.	Use CLT and Department meetings to create a chart of criteria and objectives for each subject area at each grade level	4-2013	MYP Coordinator Department Leads Principals and/or Assistant Principals	N/A	ACPS curriculum guides Vertical/Horizontal chart of criteria and objectives (Hammond)
Teachers standardize their understanding and application of criteria before deciding on achievement levels.	Create and implement PD on assessment and measurement topics Create common assessments	4-2013	Teachers Instructional Coaches MYP Coordinator	N/A	common assessments from each subject area
The school provides students with task-specific clarifications for assessment.					

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