STARTING LATINOS IN ACTION

PHASE 1: ON-BOARDING

STEP 1: Identify the LIA School Team
Principal, AP, potential teacher, counselor, district liaison, community member

STEP 2: Initial meeting between LIA staff & “LIA School Team”
   i. What LIA Provides...
      1. LIA Program
         a. Online Curriculum, aligned w/ state & WIDA standards
         b. 30/40/30 model
         c. Student Leadership Committees
         d. Elementary School Tutoring Partnership
      2. Educator Support
         a. Implementation Manual
         b. Educator Institutes
         c. Program Support/Technical Assistance
   ii. What the School/School District Provides...
      1. Certified, high-quality teacher for the class
      2. Busing for weekly tutoring (unless partnering elementary school is within walking distance)
      3. Polo shirts for the students to wear while tutoring
      4. Consultant Fee (On-boarding, Training)
      5. Subscription Fee (Online Curriculum)
      6. Program budget for Year 1

STEP 3: Memorandum of Understanding
   i. Agreed upon and signed
   ii. LIA class listed on master schedule
   iii. Teacher confirmed
   iv. Membership fees paid by August of Year 1
   v. Sustainability plan in place for continuation of LIA after Year 1
PHASE 2: BUILDING

STEP 4: Student Recruitment
a. Ideally, the school will complete recruitment, in accordance with the 30/40/30 model, prior to the start of Year 1.

STEP 5: Teacher and Counselor Training
a. New Teacher Orientation
   i. LIA Teacher will complete required Orientation Modules and check-ins
b. LIA teacher must attend the bi-annual Educator Institutes

STEP 6: Partnership with Elementary School
a. Initial meeting with LIA teacher, Elementary School (ES) principal, and ES reading coach/literacy specialist
b. Arrange high school/middle school transportation to/from ES
c. Calendar tutoring dates

PHASE 3: IMPLEMENTATION

STEP 7: LIA class begins
a. Polo shirt order placement
b. Training of students for tutoring
c. Use of online curriculum, student committees

STEP 8: LIA parent night
a. Set up an LIA parent night in September/October to introduce parents to LIA.

STEP 9: Tutoring
a. October 1-End of April

For more information, please contact:

Britney Davis
Director of Educational Partnerships
614-288-5278
britney@latinosinaction.org
LIA Website: www.latinosinaction.org