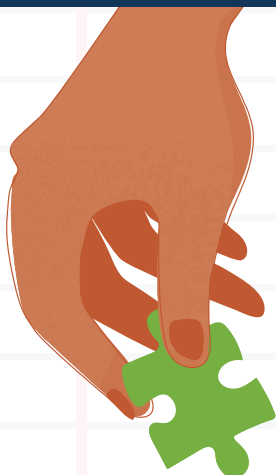


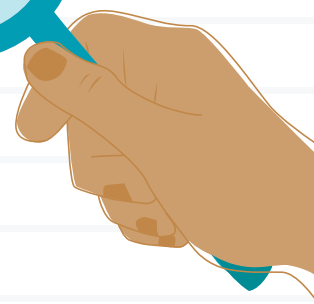
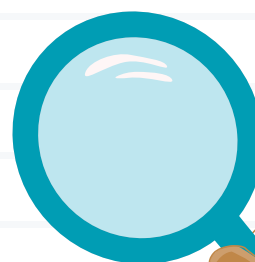
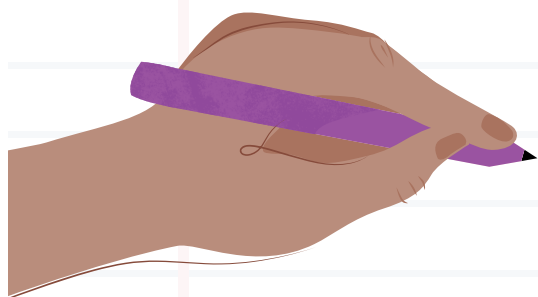
Appendix 3

Stepping Stones Implementation Tool

ORIGO
STEPPING STONES 2.0
COMPREHENSIVE MATHEMATICS



*Implementation
Tool*



Introduction and purpose

ORIGO Stepping Stones is a comprehensive elementary (K–6) mathematics program that makes learning mathematics meaningful, enjoyable, and accessible for all teachers and their students. *Stepping Stones* makes intentional use of:

- conceptually based instruction;
- language and discourse;
- critical thinking to apply mathematics in context;
- visual representations;
- strategy-based fluency development;
- coherent spaced teaching and practice; and
- the *Stepping Stones* suite of resources

to facilitate effective teaching and engaging learning to cultivate mathematically proficient teachers and students.

The purpose of the *Stepping Stones* Implementation Tool (SSIT) is to provide District and/or School Implementation Teams with an efficient measure of the extent to which school personnel are applying the core elements of the *Stepping Stones* program in classrooms.

This tool is intended to be used over time to guide implementation planning of the *Stepping Stones* program. This tool is not intended to be used to evaluate teacher performance but to inform the actions of District and/or School Implementation Teams.

Intended participants

Members of District and/or School Implementation Teams (see pages 4–6 of the *Stepping Stones 2.0 Implementation Handbook*) should complete the SSIT.

Administration

Teams complete the SSIT using a sampling of classrooms up to three times each year (fall/winter/spring). The teams use the data collected to set and monitor annual and quarterly implementation goals.

To complete the SSIT, District and/or School Implementation Teams review documents, including student work samples, conduct classroom observations, and interview teachers implementing the *Stepping Stones* program. Teams may use the Interview Protocol (Appendix A) and the Student Journal Review Protocol (Appendix B) to support data collection. Specific *Stepping Stones* resources that support the indicators are listed on the form. Teams use this information to rate each implementation indicator as “Fully in place,” “Mostly in place,” “Somewhat in place,” or “Not yet in place” using a scale of 3, 2, 1, 0. To support the team, Appendix C provides a glossary of terms used in the SSIT.

This tool also provides examples of the types of evidence suggested for rating implementation indicators (for example, observations, lesson plans, teacher interviews). Teams are required to review at least one source of evidence before scoring each implementation indicator. They identify sources of evidence by placing a check mark or circling the types of evidence used for the rating.

Teams should look at aggregate data from across the school for each core component of the program. In this way, teams may identify areas of strength and need, set goals, and develop an action plan to improve implementation.

SSIT use

After the District and/or School Implementation Teams complete the SSIT, they set short-term and long-term goals to improve implementation levels across the district and/or school. Teams can use the action planning form provided in Part III of this guide as a resource when they develop their action plans.

Part I: *Stepping Stones* Implementation Tool

Classroom ID:	
School:	
Grade:	
Date:	
District:	
SSIT team members' names and roles:	
Notes:	

Section A: Curriculum

	Core component	Implementation Indicators	Type(s) of evidence (check)	Related <i>Stepping Stones</i> resources	Fully in place (3)	Mostly in place (2)	Somewhat in place (1)	Not in place (0)
1	ORIGO model for teaching concepts  CPA approach  Language approach	1.1 Understands and applies the concrete-pictorial-symbolic approach to develop conceptual understanding of mathematics.	Observations ☐	Digital Teacher Edition <i>Printed Teacher Edition</i> Student Journal				
			Lesson plans ☐					
			Teacher interviews ☐					
		1.2 Understands and applies the language stages (student, materials, mathematical) to develop conceptual understanding of mathematics.	Observations ☐	Digital Teacher Edition <i>Printed Teacher Edition</i>				
			Lesson plans ☐					
			Teacher interviews ☐					
2	ORIGO model for teaching skills 	2.1 Understands and applies the stages of strategy development (introduce, reinforce, practice, and extend) when teaching lessons related to strategy.	Observations ☐ Lesson plans ☐ Student work ☐	Digital Teacher Edition <i>Printed Teacher Edition</i> Student Journal				

Section A: Curriculum

	Core component	Implementation Indicators	Type(s) of evidence (check)	Related <i>Stepping Stones</i> resources	Fully in place (3)	Mostly in place (2)	Somewhat in place (1)	Not in place (0)
3	Spaced teaching and practice 	3.1 Understands and applies spaced teaching and practice by teaching the modules and lessons in the order outlined in the <i>Stepping Stones</i> scope and sequence.	Lesson plans ☐	Digital Teacher Edition				
			Teacher interviews ☐	Printed Teacher Edition				
			District pacing guides ☐	Student Journal				
			Review of Student Journal ☐					
			Observations ☐					
		3.2 Includes Maintaining concepts and skills during daily instruction.	Review of Student Journal ☐	Student Journal				
			Observations ☐	Practice (playlist)				
			Lesson plans ☐	Maintaining concepts and skills (Student Journal)				
			Teacher interviews ☐	Problem solving				
				Investigations				
	Projectable fluency practice							
Notes:								

Section B: Planning

	Core component	Implementation Indicators	Type(s) of evidence (check)	Related Stepping Stones resources	Fully in place (3)	Mostly in place (2)	Somewhat in place (1)	Not in place (0)
4	Module planning	4.1 Teachers plan modules collaboratively.	Observation of planning meetings	Module resources				
			Teacher interviews					
			Meeting notes					
	4.2 Uses the supports in the Mathematics section to:							
	a. explore the depth and complexity of the standards to understand the module vocabulary and learning targets.	Observation of Planning Meetings	<i>MathEd</i> Research into practice Coherence Focus Common errors and misconceptions					
		Teacher interviews	Sequence navigator Standards search					
b. review the best practices for teaching the content within the module.	Observation of Planning Meetings	<i>Steps in Action</i> videos <i>ORIGO ONE</i> <i>MathEd</i> Research into practice						
	Teacher interviews	Common errors and misconceptions ELL supports Vocabulary development						

Section B: Planning

	Core component	Implementation Indicators	Type(s) of evidence (check)	Related Stepping Stones resources	Fully in place (3)	Mostly in place (2)	Somewhat in place (1)	Not in place (0)
4	Module planning	4.3 Previews assessments within the module to:						
		a. determine what students need to know and do by the conclusion of the module.	Observation of planning meetings ☐	Module resources				
			Teacher interviews ☐					
		b. select and schedule assessments and plan record-keeping to use throughout the module.	Lesson plans ☐	Assessment recording tools				
			Observation of planning meetings ☐					
			Teacher interviews ☐					
			Assessment calendar ☐					
			Student assessment data ☐					
		4.4 Reviews and intentionally selects ORIGO resources in the More Math section to plan for reasoning, critical thinking and contextual problem solving.	Lesson plans ☐	Investigations Problem solving Enrichment Cross-curricula Thinking Tasks				
			Observation of planning meetings ☐					
			Teacher interviews ☐					

Section B: Planning

	Core component	Implementation Indicators	Type(s) of evidence (check)	Related Stepping Stones resources	Fully in place (3)	Mostly in place (2)	Somewhat in place (1)	Not in place (0)
5	Lesson planning	5.1 Reads the lesson title and introductory section to focus on the intent of the lesson and specific learning target(s).	Observation of planning meetings	☐ Digital Teacher Edition				
			Teacher interviews	☐ Printed Teacher Edition				
		5.2 Reviews the steps of the lesson to plan for lesson delivery.	Observation of planning meetings	☐ Digital Teacher Edition				
			Teacher interviews	☐ Printed Teacher Edition				
		5.3 Reviews the support tabs to plan for differentiation.	Observation of planning meetings	☐ Differentiation tab				
			Teacher interviews	☐ ELL supports				
			Lesson plans	☐ Formative assessment Common errors and misconception				
		5.4 Reviews Maintaining concepts and skills to plan to implement spaced learning practices.	Observation of planning meetings	☐ Digital Teacher Edition				
			Teacher interviews	☐ Printed Teacher Edition				
			Lesson plans	☐				
		5.5 Completes Step 1 by planning and gathering resources necessary to deliver the lesson.	Observation of planning meetings	☐ Digital Teacher Edition				
			Teacher interviews	☐ Printed Teacher Edition				
Notes:								

Section C: Instruction

	Core component	Implementation Indicators	Type(s) of evidence (check)	Related Stepping Stones resources	Fully in place (3)	Mostly in place (2)	Somewhat in place (1)	Not in place (0)
6	Instructional delivery	6.1 Provides at least 60 minutes of continuous mathematics instruction daily.	Master schedules ☐					
			Teacher interviews ☐					
			Observations ☐					
		6.2 Communicates the learning target throughout the lesson. Instructional materials are tightly aligned to the learning target.	Observations ☐	Digital Teacher Edition Printed Teacher Edition				
		6.3 Uses appropriate mathematics vocabulary throughout the lesson.	Observations ☐	Vocabulary development Printed Teacher Edition Digital Teacher Edition MathEd				
		6.4 Teaches the full lesson (Steps 2–4) including the use of slides, projectables, and all other recommended resources.	Observations ☐	Digital Teacher Edition Printed Teacher Edition				
			Lesson plans ☐	Lesson playlist resources				
		6.5 Poses questions, including but not limited to those included in Steps 2–4, to facilitate student-to-student discourse.	Observations ☐	Digital Teacher Edition Printed Teacher Edition				
			Lesson plans ☐	Step In discussion				

Section C: Instruction

	Core component	Implementation Indicators	Type(s) of evidence (check)	Related <i>Stepping Stones</i> resources	Fully in place (3)	Mostly in place (2)	Somewhat in place (1)	Not in place (0)		
6	Instructional delivery	6.6 Guides students to complete Student Journal sections <i>Step In</i> (to summarize the lesson), <i>Step Up</i> (to check for individual understanding), and <i>Step Ahead</i> (to extend thinking) after Step 3 of the lesson is taught.	Observations ☐	Student Journal						
			Student Journals ☐							
		6.7 Uses Maintaining concepts and skills as a part of daily instruction.	Observations ☐	Student Journal pages (even lessons)						
			Teacher interviews ☐	Fluency practice (Lessons 1, 5, 9)						
			Student work ☐	Problem solving or Investigations (Lessons 3, 7, 11)						
		6.8 Provide feedback and differentiate instruction to meet the needs of each learner through the use of formative assessment data.	Observations ☐	Differentiation tab						
			Teacher interviews ☐	ELL supports						
			Lesson plans ☐	Formative assessment						
			Student work ☐	Coherence						
		Notes:								

Section D: Assessment

	Core component	Implementation Indicators	Type(s) of evidence (check)	Related Stepping Stones resources	Fully in place (3)	Mostly in place (2)	Somewhat in place (1)	Not in place (0)
7	Progress monitoring	7.1 Tracks student learning over time through systematically collecting and monitoring formative and summative data.	Student assessment data ☐	Assessment recording tools				
			Teacher data recording tools ☐					
			Observations ☐					
			Teacher interviews ☐					
		7.2 Uses formative data to inform module planning, lesson planning, and differentiation.	Observation of planning ☐	Pre-tests				
			Student portfolios ☐	Observations and discussions				
			Student assessment data ☐	Journals and portfolios				
			Student work ☐	Digital Student Assessment				
			Teacher interviews ☐					
		7.3 Uses multiple and varied summative data sources to evaluate student learning.	Student assessment data ☐	Performance tasks				
			Teacher records ☐	Check-ups				
			Teacher interviews ☐	Interviews				
			Observations ☐	Quarterly tests				
			Lesson plans ☐	Digital Student Assessment				
			Assessment calendar ☐					

Notes:

Part II: SSIT scoring guide

The SSIT generates scores reflecting the percentage of implementation for each core component of the program. Scores are determined by calculating the percentage of possible points awarded for items in each category of Curriculum, Planning, Instruction, and Assessment.

Category	Items	Points awarded/ possible points	Percentage of <i>Stepping Stones</i> implementation
Curriculum	1.1–3.2	/15	
Planning	4.1–5.5	/33	
Instruction	6.1–6.8	/24	
Assessment	7.1–7.3	/9	
Total	1.1–7.3	/81	

Across time, schools and/or districts monitor progress on *Stepping Stones* implementation by category. Simulated data for a district is depicted in Figure 1. The sample district used the SSIT to assess *Stepping Stones* implementation levels at three different points in time during the first year of implementation, known as the initial implementation stage.

In this example, the District Implementation Team may notice that Assessment has been the lowest category of implementation throughout the initial implementation stage of the *Stepping Stones* program. To improve implementation, the team plans to offer professional development, resources, and additional coaching support related to SSIT indicators 7.1–7.3.

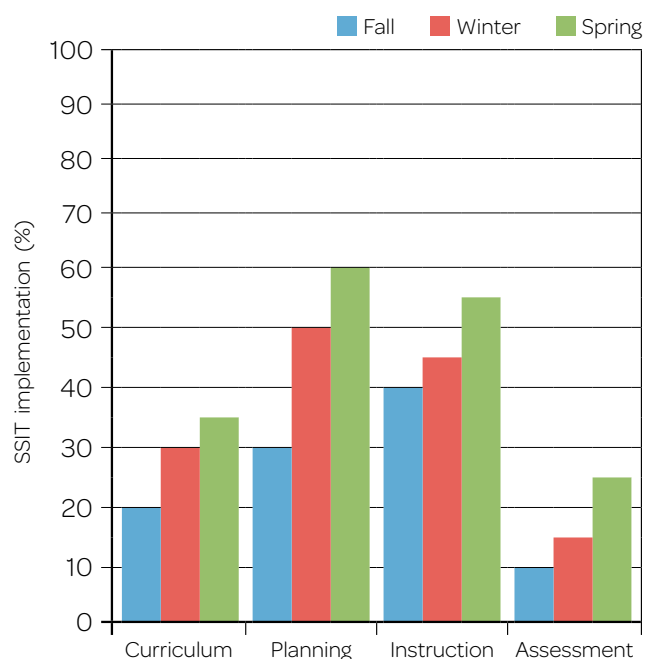


Figure 1. SSIT scores for one district across three administrations during initial implementation

Goal setting

Goal setting is an effective way to keep teams on track and to set districts and schools up for small wins along their implementation journey!

Initial implementation

During the initial implementation stage, teachers are implementing the *Stepping Stones* program for the first time. Teams set specific, measurable, achievable, realistic, and time bound (SMART) annual and quarterly implementation goals for the first year of implementation of the new program. Annual goals are set based on projected levels of implementation. Quarterly goals are set to focus on specific priority areas based on data from the SSIT.

Sample annual implementation goal:

By the end of this school year, 50% of teachers will implement the *Stepping Stones* program at 80% fidelity according to the SSIT.

Sample quarterly implementation goal:

By March 30th, implementation of the Assessment category will increase from 15% to 25% according to the SSIT.

Full implementation

As districts and schools move into the full implementation stage, more teachers are implementing the *Stepping Stones* program as intended. Figure 2 illustrates how the sample district's implementation has improved in year two as they reach full implementation of the *Stepping Stones* program.

Sample annual implementation goal:

By the end of this school year, 75% of teachers will implement the *Stepping Stones* program at 85% fidelity according to the SSIT.

Sample quarterly implementation goal:

By November 30th, implementation of the Curriculum category will increase from 20% to 50% according to the SSIT.

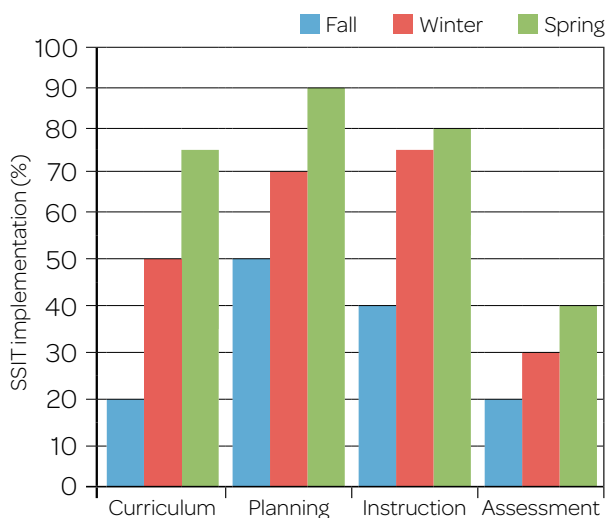


Figure 2. SSIT scores for one district across three administrations during full implementation

SSIT action planning

The SSIT is the basis for action planning. It is designed to facilitate the decision-making of District and/or School Implementation Teams as they identify (a) which categories will be the focus of implementation efforts for the coming quarter or year, known as the priority area(s), and (b) what the specific actions will be, who will lead in completing the action, when the teams expect each action to be completed, and a list of resources needed to complete the actions.

Part III: SSIT action planning form

School system:			School:
Grade level(s):			Date:
Category	Implementation (%)	Priority area rank #1–4	Notes
Curriculum			
Planning			
Instruction			
Assessment			
Total			

Patterns and trends
Directions: As you analyze the SSIT data with your implementation team, identify any patterns or trends that you notice. Consider examining the data by grade level, by indicators, and/or trends over time. Make a bulleted list of any patterns and/or trends in the space provided.
Annual implementation goal:
Quarterly implementation goal:

Directions: When the priority categories have been determined, teams should identify specific indicators of focus to develop an action plan.

Indicator(s) of focus	Actions	Who	When	Resources needed

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Appendix A: Interview protocol

The purpose of this document is to provide a list of sample interview questions that can be used to obtain evidence to inform the ratings of the *Stepping Stones* Implementation Tool (SSIT) indicators. Interviewers may decide to ask additional questions based on the responses of the interviewees to prompt more information, if needed.

SSIT Indicator	Interview Question(s) to Elicit Evidence
Curriculum	
1.1	Explain the approach you use to develop conceptual understanding in your math class. How do you use the concrete-pictorial-symbolic model in your instruction?
1.2	How do you use the language stages to develop conceptual understanding of mathematics?
2.1	Explain the stages of strategy development that you use in math instruction?
3.1	How closely do you follow <i>ORIGO Stepping Stones</i> scope and sequence? How do you decide the order of the lessons that you teach?
3.2	How often do you use Maintaining concepts and skills? How do you incorporate spaced learning and practice in your instruction?
Planning – Module	
4.1	Do you plan mathematics collaboratively with your team? If so, how often? Who is involved?
4.2a	When planning for the next module, which <i>Stepping Stones</i> resources do you explore to understand the standards and learning targets you will be teaching?
4.2b	When planning for a <i>Stepping Stones</i> module, which resources do you review to understand and use best practices in your teaching?
4.3a	When planning a module, how do you determine what your students need to know and be able to do by the end of the module? How often do you preview assessments?
4.3b	How do you select and schedule the assessments for each module? How far in advance do you schedule assessments when planning for the module? What tools do you use to record assessment data?
4.4	When planning a module, which <i>Stepping Stones</i> resources do you plan to use? How often do you plan for using the Investigations, Problem solving, Enrichment, Cross-curricular, or Thinking Tasks?

Appendix A: Interview protocol

SSIT Indicator	Interview Question(s) to Elicit Evidence
Planning – Lesson	
5.1	When planning a <i>Stepping Stones</i> lesson, how do you determine the intent of the lesson?
5.2	What is your process for reviewing the lesson to plan for delivery?
5.3	When planning a <i>Stepping Stones</i> lesson, which resources do you review to plan for differentiation?
5.4	How do you plan for including Maintaining concepts and skills in your daily instruction?
5.5	After you develop your plan, what is your process for preparing for instruction? How far in advance do you gather resources?
Instructional Delivery These indicators are best rated through direct observation, but these questions may be used as supplemental information to support a rating.	
6.1	How many continuous minutes of math are your students receiving on a daily basis?
6.2	How do you know the intent of the lesson that you are teaching? How do you communicate the intent of the lesson to your students? At which point/s during the lesson do you communicate the intent? How do you align your instructional materials to the learning target?
6.3	How do you ensure that you are using appropriate math vocabulary during instruction?
6.4	How closely do you follow all of the lesson steps outlined in the plan and use all of the projectable resources during a <i>Stepping Stones</i> Lesson? If you don't, why do you deviate from the resources?
6.5	How do you encourage student discourse during instruction? How often do you use the questions provided in the teacher notes?
6.6	How do you use the Student Journal? Do you use all of the parts of the Student Journal? Why/why not?
6.7	How often do you use the Maintaining concept and skills work in the journal? How often do you use the projectable Fluency Practice? How often do you use Problem solving or Investigations?
6.8	What kind of feedback do your students receive during instruction? How do you use your observations during instruction to inform your differentiation? How do you use the differentiation resources for small group instruction?

Appendix A: Interview protocol

SSIT Indicator	Interview Question(s) to Elicit Evidence
Assessment	
7.1	How do you record and monitor your students' assessment data?
7.2	What formative data do you collect? How does the data inform your instruction?
7.3	Which assessment resources do you use to collect summative data to evaluate your students' learning? Which <i>Stepping Stones</i> assessments, such as Performance Tasks, Check-ups, Interviews, and Quarterly Tests, do you use? How often?

Appendix B: Student Journal review protocol

Introduction and Overview

The purpose of this document is to provide guidance for staff involved in the *Stepping Stones* Implementation Tool (SSIT) collection of data from a review of Student Journals. The Student Journal can provide valuable information about the level of implementation of the *Stepping Stones* program across a classroom, grade level, or school. The Student Journal Review Protocol is a method for collecting implementation data to measure the level of indicators on the SSIT. The following indicators can be measured through the review of Student Journals:

- 3.1: Understands and applies spaced teaching and practice by teaching the modules and lessons in the order outlined in the *Stepping Stones* scope and sequence.
- 3.2: Includes Maintaining concepts and skills during daily instruction.
- 6.4 Teaches the full lesson (Steps 2–4), including the use of slides, projectables, and all other recommended resources.
- 6.6: Guides students to complete the following sections in the Student Journal: Step In (to summarize the lesson); Step Up (to check for individual understanding); and Step Ahead (to extend thinking) after Step 3 of the lesson has been taught.

Journal reviewers should keep in mind that if portions of the journal are not completed, it does not mean that these practices are not being done. Teachers may be using manipulatives or other hands-on materials or activities to review these concepts. Reviewers should use teacher interviews or observations for information before making a final determination on the indicator ratings. The Student Journal review is one source of evidence to inform the ratings.

Appendix B: Student Journal review protocol

Part I: Student Journal review protocol

Step 1: Sample size

The first step to prepare for the Student Journal review is to decide the sample size. This can affect the reliability of the data, because the larger the sample size, the more reliable the data. Depending on the capacity of the staff and the time available, there is a set of sample sizes that the team may decide on. Examples of sample sizes to consider include:

- 3–5 journals per classroom across all implementing grade levels.
- 5–10 journals from one classroom per grade level.
- All journals from targeted grade levels, for example, all Grade 2 journals.
- All journals from all students in all implementing grade levels.

Step 2: Data collection sheet

Add the following information to each data collection sheet (see Part II) for each classroom sample:

- School name
- Reviewer's name
- Date
- Grade level
- Classroom identifier (if applicable).

Step 3: Review Student Journals

Reviewers should go through the pages of each student journal in the sample to check for completion of the parts of the lesson (Step In, Step Up, and Step Ahead). Remember that the Step In may or may not be completed based on the direction of the classroom teacher. For example, when some teachers use the projectable discussion provided for the Step In, they ask students to keep their journals closed. This means they are not distracted from the lesson or tempted to go ahead. The primary sections to review and document are Step Up, Step Ahead, and Maintaining concepts and skills. For Maintaining concepts and skills, the reviewer should check that the pages with the grey header bar in the even numbered lessons have been completed.

The following provides the scoring based on the completion of the pages within the Step Up, Step Ahead, and Maintaining concepts and skills:

3 points: >80%

2 points: 50–79%

1 point: 25–49%

0 points: <49%

Appendix B: Classroom Student Journal Review Sheet (Form A)

Part II: Data collection forms

The following forms are examples of different methods for organizing the Student Journal data to be analyzed. The reviewer can use the Classroom Student Journal Review Sheet (Form A) to collect individual journal data during the initial collection. Individual data from classrooms can be summarized using the Grade Level Summary Sheet (Form B). The Grade Level Summary by Student Groups Sheet (Form C) allows this information to be further analyzed by student groups. This data should be shared with implementation team to inform the SSIT ratings.

The following scale provides the scoring:

3 points: >80%

2 points: 50–79%

1 point: 25–49%

0 points: <49%

Journal #	Step Up	Step Ahead	Maintaining concepts and skills

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Appendix B: Grade Level Summary Sheet (Form B)

Grade level	Total number of journals reviewed	Step Up (%)	Step Ahead (%)	Maintaining concepts and skills (%)
1				
2				
3				
4				
5				
6				

Appendix B: Grade Level Summary by Student Groups (Form C)

Grade level	Total number of journals reviewed	Special Education students (#)^			Tier1 (#)			Tier2 (#)			Tier3 (#)		
		Step Up	Step Ahead	MCS*	Step Up	Step Ahead	MCS*	Step Up	Step Ahead	MCS*	Step Up	Step Ahead	MCS*

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^Insert the number of students. *Maintaining concepts and skills