



Lowell Public Schools
Lowell High School
50 Fr. Morissette Blvd
Lowell, Massachusetts 01852-1050



Marianne E. Busteed
Head of School

Tel. (978) 937-8900
Fax (978) 937-8902
Email: MBusteed@lowell.k12.ma.us

February 28, 2020

Dr. Joel Boyd
Superintendent of Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

Re: Next Generation Learning Excursion – Vista Innovation School Site Visit, Carlsbad, CA

Dear Dr. Boyd,

I am writing to request permission for the following LHS/LPS staff & two students to attend the Next Generation Learning Excursion – Vista Innovation School Site Visit, in Carlsbad, CA on Sunday, March 22, 2020 through Wednesday, March 25, 2020.

1. Latifah Phillips, Chief Equity and Engagement Officer
2. Marianne Busteed, Head of School
3. Petra Farias, Student Support Services
4. Karyn Cassidy, College & Career Center
5. Patti Adams, Freshman Academy teacher
6. Stephen Gervais, ELL Department Chair
7. Jaeda Turner, 11th grade student
8. Nathan Gere, 11th grade student

Two Lowell High School students will be attending this trip, Jaeda Turner and Nathan Gere, they will miss 3 days of school. The chaperones for the students are Marianne Busteed, Head of School, Petra Farias, Coordinator of Student Support Services and Stephen Gervais, Foreign Languages/ELL Department Chair all Lowell Public School employees.

The cost of the conference is being paid through Next Generation Barr Foundation at the cost of \$1500 per person for a total cost of \$12,000.00. The cost for a substitute teacher for 3 days will be paid from the Lowell High School Professional Development funds at the cost of \$330.

Thank you in advance for your consideration and support.

If you have any questions, please feel free to contact me.

Respectfully

Marianne E. Busteed
Head of Lowell High School

Lowell Public Schools: OVERNIGHT FIELD TRIP CHECKLIST [revised 03/01/12]

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the principal and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

- The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.
- The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.
- The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.
- All proposed field trips must have the approval of the school building administrator.
- All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.
- Each student who goes on a field trip must have written parental permission.
- Enough supervision must be provided so that discipline on the trip is effective.
- All trips must be well planned, properly timed, and related to regular learning activities.
- NEW:** All Chaperones/other adults MUST be corried. Please list chaperones that are attending: Marianne Busteed, Petra Farias, Stephen Gervais
Patti Adams, Karyn Cassidy, Latifah Phillips

Signature of Principal / Headmaster: M. R. W. Date 2/28/20

Signature of Central Administrator: _____ Date _____

FIELD TRIP REQUEST FORM

(Must be turned in **6 weeks** in advance, with **field trip checklist** attached)

A trip is considered an official **Lowell High School** field trip when it is connected to any class, student activity, club, sport or special program whether they occur on a school day or on a weekend. A field trip form **MUST** be filed with the Principal's signature (4) weeks prior to the event. The Principal's signature is required for ALL trips. *Keep a copy of this request for your files.*

Name: Marianne Busteed

Date: February 28, 2020

Name and cell phone # of staff member on trip: Marianne Busteed (978)429-7970

Date of the trip: March 22 – 25, 2020

Hours: Leaving: March 22, 2020

Returning: March 25, 2020

Number of Students: 2
Jaeda Turner & Nathan Gere

Number of Chaperones: 3
Marianne Busteed, Stephen Gervais & Petra Farias

Description of Field Trip: Next Generation Learning Excursion – Vista Innovation School Site Visit in Carlsbad, CA

Type & Number of Vehicles: _____ Approximate Mileage: _____

Charges to Student (p/p): None Charge to School Dept.: _____

Transportation: None Transportation: _____

Entry Fees: None Entry Fees: _____

Meals: None Meals: _____

How many substitute teachers are you requesting? 1 for 3 days

Full Day

You are required to meet the following conditions:

- Obtain parental and teacher permission
- Obtain volunteer/parent CORI forms and submit to H.R. office (4) weeks prior
- Notify Principal of students attending
- Meet all requirements of the field trip site
- File a post-trip report to the Principal
- Arrange for students to be returned to school/home

Reviewed/Approved by: Marianne Busteed
Principal: _____

Date: 2/28/20

**REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/ACTIVITY
ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)**

TO: STAFF DEVELOPMENT OFFICE

Name of Staff Member: *Latifah Phillips*

Staff Member's School & Grade Level: ~~LHS 9-12~~

Workshop Title: **Next Generation Learning Excursion – Vista Innovation School Site Visit**

Organization Presenting Workshop: Next Generation/Barr Foundation

Workshop Location: Carlsbad, CA

Date(s) of Workshop: 3/22/20 – 3/25/20

Cost *\$1500.00 per person

Substitute coverage needed? No

If Para is to serve as the coverage indicate Para's name here:

If Technology, check category: Integration () Productivity & Presentation () Network () Other ()

In State () *Out of State (X) *Overnight (X)
***Letter to the Superintendent for Out of State/Overnight attached ()**

Signature of Applicant: _____ Date: _____

Signature of Approval by Principal: _____ Date: _____

Please appropriate block for the source of funding for workshop and substitute:

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund			
Professional Development District			
SPED			
Other Grants/Programs (Identify) Title IIA	Literacy Grant		

Initials of Coordinator for Staff Development: _____ Date: _____

Sub reserved: _____ Date: _____

REQUEST DENIED BY: _____

***A letter to the Superintendent for all out of state/overnight activities is required at the time the Lilac Form is submitted.**

**REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/ACTIVITY
ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)**

TO: STAFF DEVELOPMENT OFFICE

Name of Staff Member: Marianne Busted

Staff Member's School & Grade Level: LHS 9-12

Workshop Title: **Next Generation Learning Excursion – Vista Innovation School Site Visit**

Organization Presenting Workshop: Next Generation/Barr Foundation

Workshop Location: Carlsbad, CA

Date(s) of Workshop: 3/22/20 – 3/25/20

Cost *\$1500.00 per person

Substitute coverage needed? No

If Para is to serve as the coverage indicate Para's name here:

If Technology, check category: Integration () Productivity & Presentation () Network () Other ()

In State () *Out of State (X) *Overnight (X)
*Letter to the Superintendent for Out of State/Overnight attached ()

Signature of Applicant: Marianne Busted Date: 2/20/20

Signature of Approval by Principal: _____ Date: _____

Please appropriate block for the source of funding for workshop and substitute:

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund			
Professional Development District			
SPED			
Other Grants/Programs (Identify) Title IIA	Literacy Grant		

Initials of Coordinator for Staff Development: _____ Date: _____

Sub reserved: _____ Date: _____

REQUEST DENIED BY: _____

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REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/ACTIVITY
ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

TO: STAFF DEVELOPMENT OFFICE

Name of Staff Member: Stephen Gervais

Staff Member's School & Grade Level: LHS 9-12 - Lowell High School

Workshop Title: **Next Generation Learning Excursion – Vista Innovation School Site Visit**

Organization Presenting Workshop: Next Generation/Barr Foundation

Workshop Location: Carlsbad, CA

Date(s) of Workshop: 3/22/20 – 3/25/20

Cost *\$1500.00 per person

Substitute coverage needed? No

If Para is to serve as the coverage indicate Para's name here:

If Technology, check category: Integration () Productivity & Presentation () Network () Other ()

In State () *Out of State (X) *Overnight (X)

*Letter to the Superintendent for Out of State/Overnight attached ()

* Signature of Applicant: Stephen L Gervais Jr. Date: 28 February 2020

Signature of Approval by Principal: Stephen Gervais Date: 2-28-20

Please appropriate block for the source of funding for workshop and substitute:

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund			
Professional Development District			
SPED			
Other Grants/Programs (Identify) Title IIA	Literacy Grant		

Initials of Coordinator for Staff Development: _____ Date: _____

Sub reserved: _____ Date: _____

REQUEST DENIED BY: _____

*A letter to the Superintendent for all out of state/overnight activities is required at the time the Lilac Form is submitted.

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/ACTIVITY
ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

TO: STAFF DEVELOPMENT OFFICE

Name of Staff Member: Petra Farias

Staff Member's School & Grade Level: LHS 9-12

Workshop Title: **Next Generation Learning Excursion – Vista Innovation School Site Visit**

Organization Presenting Workshop: Next Generation/Barr Foundation

Workshop Location: Carlsbad, CA

Date(s) of Workshop: 3/22/20 – 3/25/20

Cost *\$1500.00 per person

Substitute coverage needed? No

If Para is to serve as the coverage indicate Para's name here:

If Technology, check category: Integration () Productivity & Presentation () Network () Other ()

In State () *Out of State (X) *Overnight (X)

*Letter to the Superintendent for Out of State/Overnight attached ()

Signature of Applicant: Petra Farias Date: 2/28/20

Signature of Approval by Principal: Marcus Date: 2/28/20

Please appropriate block for the source of funding for workshop and substitute:

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund			
Professional Development District			
SPED			
Other Grants/Programs (Identify) Title IIA	Literacy Grant		

Initials of Coordinator for Staff Development: _____ Date: _____

Sub reserved: _____ Date: _____

REQUEST DENIED BY: _____

***A letter to the Superintendent for all out of state/overnight activities is required at the time the Lilac Form is submitted.**

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/ACTIVITY
ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

TO: STAFF DEVELOPMENT OFFICE

Name of Staff Member: Patricia Adams

Staff Member's School & Grade Level: LHS 9-12 Lowell High School - Freshman Acad.

Workshop Title: **Next Generation Learning Excursion – Vista Innovation School Site Visit**

Organization Presenting Workshop: Next Generation/Barr Foundation

Workshop Location: Carlsbad, CA

Date(s) of Workshop: 3/22/20 – 3/25/20

Cost *\$1500.00 per person

Substitute coverage needed? ~~No~~ Yes

If Para is to serve as the coverage indicate Para's name here:

If Technology, check category: Integration () Productivity & Presentation () Network () Other ()

In State () *Out of State (X) *Overnight (X)
*Letter to the Superintendent for Out of State/Overnight attached ()

Signature of Applicant: Patricia Adams Date: 2/28/20

Signature of Approval by Principal: Man EBA Date: 2/28/20

Please appropriate block for the source of funding for workshop and substitute:

Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund			
Professional Development District			
SPED			
Other Grants/Programs (Identify) Title IIA	Literacy Grant		

Initials of Coordinator for Staff Development: _____ Date: _____

Sub reserved: _____ Date: _____

REQUEST DENIED BY: _____

***A letter to the Superintendent for all out of state/overnight activities is required at the time the Lilac Form is submitted.**

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING
(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

-Please fill out all provided fields to avoid any delays of the approval process-

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: KARIN E. CASSIDY

School: Lowell High School Grade Level: 9-12 Subject: Guidance College & Career

Workshop Title: Next Generation Learning Agenda VISTA Innovation School Site Visit

Organization/Department Presenting Workshop: Next Generation / Barr Foundation Cost: 0

Date(s) of Workshop: Mar. 22-25, 2020

Substitute Coverage Needed? No Yes (Please circle one)

If Para is to serve as the coverage, indicate Para's name here: _____

In State () *Out of State *Overnight (Please one)

** Letter to the Superintendent of Out of State/Overnight attached **

Signature of Applicant: [Signature] Date: 2-27-20

Signature of Approval by Principal: [Signature] Date: 2-28-20

Please provide source of funding, account number and/or grant name, and number for workshop and substitute

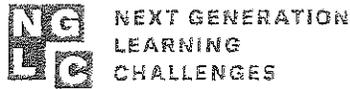
Funding Source	Workshop	Substitute	Initials of Approval Department
Title I School			
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.#)			

Signature of Central Administrator: _____ Date: _____

Sub Reserved: _____ Date: _____

Request Denied by: _____ Date: _____

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Liac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.



AGENDA

Innovative Schools Learning Excursion for Multi-stakeholder teams

March 22-25, 2020

Twitter: [#NGLCchat](#)

Registration:

Please register [via this link](#). Please note: As part of this registration, you will indicate your sleeping room needs at the hotel and a room will be held in our block. You do not need to register with the hotel directly, completing the registration form is all that's needed to reserve your hotel room. The hotel information is provided below for your information.

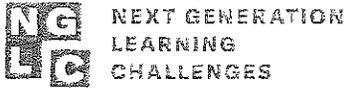
Hotel:

SHERATON CARLSBAD RESORT & SPA
5480 Grand Pacific Drive
Carlsbad, CA 92008 USA

Agenda:

Sunday, March 22	
6:00-7:00 pm PST	Registration and Mixer: Please join us in the hotel lobby at 6pm PST to register, meet and mingle with other teams, and engage in a fun cohort-building activity. Note: Chips with guacamole and salsa will be served along with one alcoholic or non-alcoholic beverage, free of charge.
7:00 pm	Dinner on your own
Monday, March 23	
6:45 am PST	Meet in the hotel lobby to depart
7:00-7:30 am	Travel to Vista Innovation Center
7:30-8:00 am	Breakfast
8:00-9:30 am	Cohort Building
9:30-11:15 am	VUSD and MVHS Knowledge sharing w/Matt, Nicole and Jeremy
11:15 am -11:45am	Travel to Mission Vista High School
11:45 am -12:15 pm	Lunch

12:15-2:30 pm	Classroom observations, student panel (cross-team smaller groups)
2:30-3:00 pm	Debrief classroom observations w/Nicole, Jeremy, and Michelle
3:00-4:30 pm	Team working session
4:30-6:00 pm	Return to hotel and personal rejuvenation break
6:00-9:00 pm	NGLC hosted dinner (participating teams, Vista Unified district and school leaders, Vista Unified stakeholders, Barr Foundation staff) Seat by affinity group tables
Tuesday, March 24	
7:15 am	Meet in hotel lobby to depart
7:30-8:15 am	Travel to Mission Vista High School
8:20-9:20 am	Breakfast (Sit by cross-team or team groupings with prompts for discussion)
9:25-10:55 am	Classroom observations and teacher panel (invite stakeholders to join and maybe have stakeholders do observations with participants by affinity groups)
11:00 am - 12:00 pm	Debrief and Q&A w/ Nicole, Jeremy, and Michelle
12:00-1:00 pm	Lunch and debrief as teams
1:00-3:00 pm	Deep Dive affinity group working sessions
3:00-5:00 pm	Team working session
5:00 pm	Return to hotel Personal rejuvenation and dinner on your own Teams may continue to work together
Wednesday, March 25	
6:30-7:15 am	Breakfast at the hotel
7:30-9:30 am	Team working session
9:30-11:00 am	Celebration of learning: Teams share out and get feedback
11:00 am	Whole group wrap up
11:30 am	Departure



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11:00 am	Whole group wrap up
11:30 am	Departure

Before the Learning Excursion:	After the Learning Excursion:
<p>Pre-Work</p> <p>Before the learning excursion, please review the following materials from each school we'll be visiting learning excursion:</p> <p>Learning Excursion Norms</p> <ul style="list-style-type: none"> • Norms <p>Vista Unified</p> <ul style="list-style-type: none"> • Click HERE to access the <i>Personal Learning Article in Education Week</i> • Click HERE to access the <i>Blueprint Webpage for a general overview of the district strategic plan and HERE for the plan itself.</i> • Blueprint Brochure • Click HERE to view <i>VUSD's Personal Learning Highlight Video.</i> • Measuring the Impact of PL - blog post • PL Challenge Overview Video from ICERP • Career Superhighway Blog • P-3 Continuum Aspiration Set <p>Mission Vista</p> <ul style="list-style-type: none"> • School Overview • MVHS Mission, Vision, Values • MVHS Handout • MVHS Pathways Brochure <p>Learning Logs</p> <p>Please feel free to update your problem of practice and intended learning outcomes. Upon completion of the learning excursions, we ask that you take time to reflect on your learning and submit your team's reflection ("Reflection of Learning") in this document:</p> <ul style="list-style-type: none"> • Milford High School - <i>coming soon</i> • Mohawk Trail Regional School- <i>coming soon</i> 	<p>Stipends</p> <p>To defray costs and support school teams to engage in off-site learning, we offer a \$1500 stipend per team member. Keep in mind, stipends can be issued to you as an individual (tax implications apply, such as receiving a 1099) or to your school or district. In order to receive the stipends, we kindly require the following:</p> <ol style="list-style-type: none"> 1) Engage as active members of the learning community by: <ol style="list-style-type: none"> a) Completing all prework, the learning log, and summary slide deck (linked above) b) Attending in-person sessions before, during, and after the learning excursion. These sessions are built into the programming and agenda and occur directly before and after the learning excursion(s). c) Sharing your thinking and learning visibly during face-to-face and virtual sessions. 2) We strongly encourage you to tweeting your learning while on-site using the hashtag #NGLCchat. 3) If you haven't done so before the learning excursion, please send your completed W9 form Stefanie at sblouin@nextgenlearning.org by March 25. Signed and dated no earlier than January of 2020. 4) After the learning excursion, please complete the participant survey by March 27, 2020. <p>Before the learning excursion, please complete the W-9 below so that we can process the payment to you. Remember: If a stipend is issued to you as an individual, tax implications apply such as receiving a 1099. Alternatively, you can work with your school or district to receive the stipend on your behalf. We require a W-9 form in order to issue the stipend. The</p>

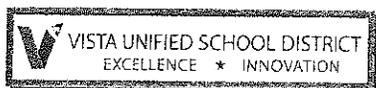
<ul style="list-style-type: none"> • Mount Wachusett Community College Foundation - <i>coming soon</i> • Nashoba Regional High School/Nashoba Regional School District - <i>coming soon</i> • Project LEARN - <i>coming soon</i> • Springfield Public Schools - <i>coming soon</i> <p>Summary Slides</p> <ul style="list-style-type: none"> • Milford High School - <i>coming soon</i> • Mohawk Trail Regional School- <i>coming soon</i> • Mount Wachusett Community College Foundation - <i>coming soon</i> • Nashoba Regional High School/Nashoba Regional School District - <i>coming soon</i> • Project LEARN - <i>coming soon</i> • Springfield Public Schools - <i>coming soon</i> 	<p>W-9 form must match the recipient of the stipend check. We cannot issue a stipend without it! Please email this form to sblouin@nextgenlearning.org.</p> <p>Debrief Session & Resources from Schools/NGLC</p> <ul style="list-style-type: none"> • <i>Updated in real-time</i>
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Participant List

Your School/Organization	Last Name	First Name	Email address
NGLC	Blouin	Stefanie	sblouin@nextgenlearning.org
NGLC/Mass IDEAS	Veto	Liza	liza@massideas.org
NGLC	Avallone	Amanda	aavallone@nextgenlearning.org
Barr Foundation	Dobin	Kate	kdobin@barrfoundation.org
Barr Foundation	Alper	Sam	salper@barrfoundation.org
Barr Foundation	Gross	Ali	agross@barrfoundation.org

Vista Unified School District	Allard	Nicole	nicoleallard@vistausd.org
Mission Vista High School	Michelle	Daum	michelledaum@vistausd.org

Description of School and District:



VISTA UNIFIED SCHOOL DISTRICT

VUSD's *Blueprint for Educational Excellence and Innovation Plan* enables the district to focus on developing personalized learning paths for its students so they are college and career ready. Vista Unified School District believes that the fulcrum of change is at the school level, not the district level, and the leaders of the district have set up conditions to enable transformational change and successful implementation of personal learning to enable each student to "persevere as a critical thinker to solve real world problems." (VUSD, [Blueprint](#)).



MISSION VISTA HIGH SCHOOL (9-12), District Magnet, Oceanside

Description: Mission Vista High School (MVHS) started its personalized learning journey a few years ago. The school rewrote its Vision, Mission, and Values statements to match their collective "why" and "what." For the past two years, MVHS has created school-wide personalized learning WIGs (Wildly Important Goals), which include targeted experiences in all courses, projects that create collaboration across departments, and activities that are relevant to the World of Work. MVHS has created three distinct pathway opportunities for students: Discovery, Innovation, and Growth (DIG). MVHS has teachers and courses in various stages in this journey—teachers who have rewritten their entire curriculum so that it is student-centered, project-based, and personalized; teachers who have started competency-based grading systems; teachers who have crafted units in collaboration with other departments; and courses that are allowing students to completely design the projects they are creating, including a brand new capstone course, "My Vision Personalized" for seniors.

Note: As a district magnet, the school requires an application with priority selection (siblings, military, foster/homeless, magnet track, and children of VUSD employees) followed by a lottery.

School Demographics:

- Enrollment: 1,693
- Race/Ethnicity: 49% White, 33% Hispanic, 9% Asian, 2% African American, 7% Other
- Free/Reduced Price Lunch: 27%
- ELL: 0.8%, 18% Reclassified
- Special Education: 5.5%

Look For:

- Pathway curriculum
- Teacher agency within schoolwide goals
- A strengths-based culture