

School Improvement Process (SIP) Impact Review Protocol 2019-2020

The purpose of the Impact Review (IR) is to examine academic programs and school culture initiatives and to ensure that the essential practices being implemented will sustain / obtain results to meet the needs of all learners and maximize student outcomes. Impact Reviews should be completed by **October 21, 2019**.

OPENING		
ACTIVITY	PROCEDURE	GUIDING QUESTIONS/ACTIONS
SIP Review (45-minutes)	<p>Principal: Designate a day to conduct the review and assemble the school leadership team and a School Walkthrough Team. After the internal review concludes, the leadership team will be charged with creating/modifying implementation steps that address the continual improvement of the Sustained essential practice and improving the Primary and Secondary Essential Practices based on the shared findings.</p> <p>Select the Walkthrough Team: The School Walkthrough Team selected to participate in the Impact Review may consist of a combination of the following: the Synergy School Leadership Team, the Administrative Leadership Team, Instructional Coaches, Department and/or Grade-Level leads. Once selected, this team should review the components of Phase I and II of the School Improvement Process. This review should serve to remind the team of the agreed priorities in School Culture and Academic Programs.</p>	<p>Prior to the walkthrough the principal will:</p> <ul style="list-style-type: none"> ✓ Discuss the Essential Practices that were identified during Phase I at Synergy as well as the Implementation Steps from Phase II. ✓ Based on the Expected Evidence in the Quarter 1 Implementation Steps, develop a list of look-fors and/or actions that should be observable during the Impact Review using the Evidence Collection Tool to determine the impact of the implementation steps for the Sustained, Primary and Secondary Essential Practices for both Academics and School Culture. ✓ Discuss the identified Implementation Steps in terms of how the steps are being implemented, identify refinements and review adjustments that may be needed based on the monitoring that is being done. ✓ Discuss the plan that is being utilized for strategically monitoring the implementation and providing feedback to stakeholders. ✓ Review the opening of school actions, including: support planned for teachers, provided or planned professional development, and support needed. ✓ Discuss and decide who will be visited? <ul style="list-style-type: none"> a) all new teachers to the building, grade level or department b) according to data, prioritize the remaining teachers c) teachers that have received the most support during the previous year

School Improvement Process (SIP) Impact Review Protocol 2019-2020

WALKTHROUGH		
Classroom Walkthrough (1-2 hours)	<p>Walkthrough Team: The School Walkthrough Team will conduct classroom visitations with a focus on the Essential Practices that were identified as Sustained, Primary and Secondary. To minimize disruption during the walkthrough process, teams may break into smaller groups that will reconvene for the debrief. Teams are encouraged to engage in hallway conversations to calibrate on their observations immediately after exiting classrooms and establish consensus on what was or was not observed.</p>	
DEBRIEF		
Small Group Debrief (30 minutes)	<p>Walkthrough Team: The School Walkthrough Teams will debrief using the Evidence Collection Tool, determine on the level of impact of the steps, and discuss next steps.</p> <p>Based on the shared feedback and findings, the school will be tasked with drafting Quarter 2 Implementation of the School Improvement Process for School Culture and Academic Programs. In addition to what was observed, teams will consider quantitative data found on</p>	

Walkthrough Process

- ✓ Review that the focus of the walkthrough should be on collecting data on the implementation steps aligned to the identified Essential Practices. The information collected should give a clear picture of the level of implementation and the impact on sustaining and improving the primary and secondary essential practices.
- ✓ In the hallway, before entering the classroom, revisit any support that has been provided to teacher being observed.
- ✓ In the classroom observe and take note:
 - a) What is the teacher doing/saying? (*The teacher is standing in front of the room. The teacher asks, "What does glare mean?"*)
 - b) What are the students doing/saying? (*3 students with their heads down. One student responds to the teacher question.*)
 - c) Where is the teacher in the instructional block?
 - d) Consider the content standards.
 - e) Is there evidence of the Essential Practices? What was the level of implementation?
- ✓ Hallway Debrief:
 - a) Share notes on what was observed and heard.
 - b) Share information on the Essential Practices. What was evident? What are opportunities for improvement?
 - c) Discuss what additional information is needed including remaining questions.

Review the evidence that was collected on the Essential Practices and the level of impact using the **Evidence Collection Tool**

- ✓ Based on the walkthroughs and the dialogue that has taken place; revisit the Quarter 1 Implementation Steps for each of the Essential Practices.
- ✓ What are the next steps that should be implemented to give the school the greatest return on investment to sustain and improve the primary and secondary essential practices?

School Improvement Process (SIP) Impact Review Protocol 2019-2020

	<p>Power BI and/or Performance Matters / Unify platform.</p> <p>As with Quarter 1 Implementation, the Implementation Steps for Quarter 2 should task out the work that will fully sustain and/or improve the Essential Practices. Implementation Steps should contain specific actions that are time-bound and based on the expected actions taken by teacher leaders, instructional coaches, instructional staff, and the school's leadership team to address the Essential Practices. The plan must be recorded on the MDCPS online SIP application by the date specified in the SIP.</p>	<ul style="list-style-type: none"> ✓ Is additional information necessary to develop the implementation steps? ✓ When creating new Implementation Steps for Academic Programs consider aligning IR findings to the Framework for Effective Instruction (FEI). The team may discuss what standard from the Framework for Effective Instruction (FEI) the Essential Practice is aligned with and discuss indicators to aid in development of Implementation Steps.
Whole Group Debrief (30 minutes)	<p>Procedure: School Walkthrough Teams will present their findings aligned to the Essential Practices and discuss possible Implementation Steps. The principal will ask clarifying questions.</p>	<p>The principal should invite the United Teachers of Dade Union Steward to be a part of the debrief process. The principal will reflect on the presentations.</p> <ul style="list-style-type: none"> ✓ Do you agree with the findings? ✓ Does this align with what the School's Leadership Team believed were the instructional priorities and Essential Practices identified during Synergy? ✓ What refinements do you think are needed?

CONCLUSION / QUARTER 2 IMPLEMENTATION DEVELOPMENT

Conclusion of Findings (15 minutes) School Improvement Plan Development (2 hours)	<p>Procedure: The principal will synthesize the findings schoolwide and by department and provide suggestions for Implementation Steps for the Essential Practices. The team will work together to develop Quarter 2 Implementation of the SIP. Teams must also consider quantitative data found on Power BI and/or Performance Matters / Unify platform. The Implementation Steps are time-bound and based on the expected actions taken by teacher leaders, transformation coaches, instructional staff, and the school's leadership team to address the instructional priorities at the school. The plan must be recorded on the MDCPS online SIP application by the date specified in the SIP.</p>	<ul style="list-style-type: none"> ✓ Ensure that there is a clear understanding of the Essential Practices and the implementation steps that will need to occur to successfully sustain or improve the implementation of the Essential Practices. ✓ Ensure that there is a clear system to monitor the implementation steps and provide feedback. ✓ How will you know that School Improvement Process is successful and sustaining and improving Essential Practices to maximize return on investments? ✓ Ensure the School Improvement Process is a topic of every School Leadership Team (SLT) meeting. ✓ Ensure a status of the Implementation Steps is provided at the SLT, EESAC and faculty meetings. ✓ Use the Implementation Steps during walkthroughs and formative classroom data chats to decide on the success of the implementation and the impact on student outcomes.
--	---	--