

Instructional Playbook				
SCHOOL-WIDE SYSTEM	Teacher Actions	Student Actions	Leader Actions	Progress Monitoring
Assessments	Teacher aggressively monitors with Exemplar DOL 1. in-hand 2. in power-point 3. anchor-chart or whiteboard	Students will complete a verbal, written or performance based assessment at the end of each lesson in the form of a daily DOL or each week in the form of a Power DOL (This would depend on content area and lesson structures within project-based learning)	Leadership performs daily informal spots to assess teacher identification of student misconceptions and teacher's next-step actions for following lessons.	Leadership intentionally observes all staff involved in testing, leaving notes of praise and/or treats for 100% of teachers, when observed providing an exemplary testing environment.
	Teacher will aggressively monitor during daily or weekly (written or skill based) assessments and use the opportunity to take written or mental note of misconceptions, missed test taking strategies, and skill cues.	Students will complete all assessments individually.	After formal written assessments, leadership engages in discussion with the testing coordinator about testing the environment/violations. This is reported to teachers via email with glow and grows	Leadership does not engage with students regarding test-taking strategies while in the testing environment, unless the student is disruptive. Instead notes Glows and Grows with the test administrator and teacher of record, which will later be discussed with students.

Assessments	Teacher maintains a quiet testing environment that closely resembles ACP/STAAR (no phones, bags up front, etc.)	For written assessments only, every student will have a hard copy of the assessment and mark the test (annotations, highlighting, use of taught strategies).	After formal written assessments, leadership engages in discussion with the testing coordinator about testing environment/violations. This is reported to teachers via email with glow and grows.	Leadership will monitor classrooms/test environments weekly on testing days. Leadership will create a testing schedule and use it to help monitor testing environments during every 3rd week assessments and 6th week common assessments to ensure 100% of teachers and students are following all testing procedures.
	Teacher analyzes Power DOL/CA data weekly with PLC during Look Back meetings to inform further instruction. Teacher analyzes daily DOL and aggressive monitoring data to make adjustments to instruction.	100% of students will use Power DOL data and verbal/written feedback from teachers to help improve their learning, increase academic performance and reach personal goals.	Leadership will provide time and resources for weekly Look Back meetings.	Leadership will monitor data weekly during PLC's to rate students' academic performance, rate progress towards goals and determine how they are responding to instruction.
	Teachers provide verbal and/or written feedback on Power DOL performance once per week.	100% of students will use Power DOL data and verbal/written feedback from teachers to help improve their learning, increase academic performance and reach personal goals.	Leadership and ILT's will ensure 100% of teachers are using Power DOL data to drive their lessons during weekly PLC's and embed Power DOL in Lesson Plans .	Leadership will monitor data weekly during PLC's to rate students' academic performance, rate progress towards goals and determine how they are responding to instruction.

	Teacher conducts weekly data and goal check-ins with students and redirects the focus to mastery of the concept or skill.	100% of students will use ALL assessment data and goal check-ins to identify personal strengths/gaps and redirect learning focus.	Leadership and ILT's will ensure 100% of teachers are using ALL data to drive their lessons during weekly PLC's and lesson planning.	Leadership will monitor data weekly during PLC's to rate students' academic performance, rate progress towards goals and determine how they are responding to instruction. ILT's will do weekly check-ins to see if teachers are making changes to lesson plans and daily instruction to help students reach their individual and class goals.
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