



## District Team Calibration Process & Procedures

### STEP 1 - Preparation

- Determine and review the campus calibration cycle. (see attached chart, \*note AP/Pre-AP courses should be included)
- Area Superintendents will send appointments to each campus principal and content coordinator.
- **Once the Principal is notified of the date and time for the calibration meeting, share ONLY with the calibration team to maintain integrity with the process.**
- Review the calibration worksheet in preparation of District Team Calibration.
- Block time for classroom walks of 20 minutes AND Calibration time of 40 minutes for each subject.

### STEP 2 – On the date of Calibration

- The Principal will provide copies of the master schedule for district calibration team upon arrival.
- The calibration team will walk classrooms and collect random samples of student work and instructional delivery artifacts in identified courses. The items collected will be samples from lessons available in the classroom **on the date** of calibration. (class activity or assessment)
- The district calibration team will pick up the lesson samples and calibrate the work.
- The team will not calibrate district produced CBAs/common assessments.
- The Principals will lead the entire calibration process.
- The Principal will set campus commitments at the end of each meeting and provide a copy to his/her supervisor and content curriculum coordinator. A commitment section is found on the calibration document.

### STEP 3 – After Calibration – Follow up

- The Principal will act on commitments made during the meeting and report back to his/her supervisor upon completion.

### District Calibration Team:

- Principal
- Assistant Principal
- Campus Designee(s)
- Principal's Supervisor
- Content Curriculum Coordinator

### SchoolView:

SchoolView data will also be collected during calibration walks.



*Administrators lead their staff in the calibration process as directed by their supervisor; however, the calibration process is not designed to be utilized as a requirement for all lessons.*

Need support? Contact a Content Coordinator,

## Calibration Cycle

CAMPUS	ELAR	MATH	SCIENCE/SOCIAL STUDIES
Anderson	District	Campus	District
Boren	District	Campus	Campus
Brockett	District	Campus	District
Brown	District	Campus	Campus
Cabaniss	Campus	Campus	Campus
Daulton	Campus	Campus	Campus
Davis	District	District	Campus
Gideon	District	District	District
Harmon	District	District	Campus
Holt	Campus	Campus	Campus
Jones	Campus	Campus	Campus
Miller	District	District	Campus
Morris	Campus	Campus	Campus
Nash	Campus	Campus	District
Neal	Campus	Campus	Campus
Perry	District	District	District
Ponder	Campus	District	Campus
Reid	Campus	Campus	Campus
Rendon	Campus	Campus	Campus
Sheppard	District	District	Campus
Spencer	District	District	Campus
Smith	Campus	Campus	Campus
Tipps	District	Campus	District



Campus	ELAR	Math	Science	Social Studies
Icenhower	District	Campus	Campus	District
Low	Campus	Campus	Campus	Campus
Orr	District	Campus	Campus	Campus
Shepard	Campus	District	Campus	Campus
Cross Timbers	District	District	District	District
Lillard	Campus	Campus	Campus	Campus
Howard	District	District	District	District
Jobe	District	Campus	Campus	District
Jones	Campus	District	Campus	District Pre-AP
Coble	District	District	District	Campus
Wester	Campus	District	Campus	Campus
Worley	District	District	Campus	District
Frontier	Campus	Campus	Campus	Campus
Lake Ridge	Campus	District	District AP	Campus
Legacy	Campus	District	District	District AP
Mansfield	Campus	Campus	Campus	Campus
Summit	District	District	District	District AP
Timberview	District AP	Campus	District	District AP