

HIGH-IMPACT PRACTICES FOR COLLABORATIVE PLANNING

Purpose: A quick reference to support, strengthen, and monitor effective collaborative planning that leads to high-quality Tier 1 instruction.

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Norms & Protocols

What It Is:

Clear expectations and structured processes that guide collaborative planning.

Look-Fors: What You Should See:

- ✓ Established meeting norms (roles, timing, agenda)
- ✓ Use of protocols (e.g., data protocols)
- ✓ Focused efficient conversations

2

Anticipating Misconceptions

What It Is:

Planning for common student errors and misconceptions before instruction.

Look-Fors: What You Should See:

- ✓ Identification of common misconceptions
- ✓ Pre-planned teacher responses/questions
- ✓ Instruction adjusted to address misconceptions

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Standards Deconstruction

What It Is:

Breaking down standards to clarify what students must know, understand, and do.

Look-Fors: What You Should See:

- ✓ Unpacked standards
- ✓ Clear alignment to tasks and instruction
- ✓ Focus on rigor and depth of standard and achievement level descriptors

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Use of Instructional Resources

What It Is:

Intentional use of district/state materials to support planning.

Look-Fors: What You Should See:

- ✓ Use of GaDOE/RCSS resources
- ✓ Alignment to curriculum maps
- ✓ Consistency across classrooms

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Learning Targets & Success Criteria

What It Is:

Clear, student-friendly goals and definitions of mastery.

Look-Fors: What You Should See:

- ✓ Standards-based learning targets
- ✓ Defined success criteria (rubrics, exemplars)
- ✓ Alignment to assessment

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Evidence-Based Strategies

What It Is:

Selecting instructional strategies with proven impact.

Look-Fors: What You Should See:

- ✓ Sharing strategies
- ✓ Alignment to curriculum maps
- ✓ Connection to "Big 3" practices

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Formative Assessment Planning

What It Is:

Planning how to check for understanding throughout the lesson.

Look-Fors: What You Should See:

- ✓ Daily CFU strategies embedded
- ✓ Alignment to learning targets
- ✓ Clear plan for collecting and analyzing data

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RCSS Instructional Framework

What It Is:

Planning for all phases of instruction.

Look-Fors: What You Should See:

- ✓ All structure components planned
- ✓ Utilize the lesson planning guide
- ✓ Student engagement throughout

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Data & Student Work Analysis

What It Is:

Using evidence to determine what is working and what is not.

Look-Fors: What You Should See:

- ✓ Analyzed data using the data analysis protocols
- ✓ Analysis of student work samples
- ✓ Identification of trends and learning gaps

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Action Planning

What It Is:

Using data to plan next steps for all learners.

Look-Fors: What You Should See:

- ✓ Targeted intervention/acceleration plans
- ✓ Enrichment opportunities
- ✓ Progress monitoring

EVIDENCE-BASED HIGH-IMPACT PRACTICES

During Collaborative Planning, You Should See:

- Teachers actively engaging in structured dialogue.
- Alignment between standards, instruction, and assessment.
- Shared ownership of student learning.
- Collaboration between all teachers and instructional support staff.
- Focus on student thinking not just task completion.
- Use of data to drive instructional decisions.
- Consistent instructional expectations across classrooms.
- A solutions-oriented mindset focused on all students.
- Data-driven decision making.
- Rehearsals of key parts of the lesson.