

Title of Best Practice: Weekly Focus and Classroom Walkthroughs

School: Columbus Global Academy 6-12

District: Columbus City Schools

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My Superintendent/**Principal** is aware of and approved the submission of this "Evidence-Based Best Practice? YES (Yes or No)

1. How many students did this Evidence-Based Best Practice impact? 700
2. Which component of the identified intervention model does this Evidence-Based Best Practice align? Check any that closely align.
 - Replaced the principal (all models)
 - New evaluation system using student growth as a significant factor (transformation)
 - Use locally-adopted competencies to rehire no more than 50% of staff (turnaround)
 - Identify and reward staff increasing student outcomes (all models)
 - Strategies to recruit, place, retain staff (all models)
 - Select and implement instructional model based on student needs (all models)
 - Job-embedded professional development (all models)
 - Continuous use of data (all models)
 - Increased learning time (all models)
 - Social-emotional and community-oriented services and supports for students (all models)
 - On-going mechanism for community and family engagement (transformation)
 - Operating flexibility (transformation)
 - New governance structure (turnaround)
3. Describe the situation before the Evidence-Based Best Practice was implemented. Explain why the improvement was needed. Provide summary of data to illustrate the need. **There was not an instructional focus at all for the week. Walkthroughs did not have immediate feedback to teachers. Feedback to teachers was not used to create a meaningful school wide instructional strategy for teachers to implement and receive feedback.**

4. Describe the process of implementing the Evidence-Based Best Practice, including a basic timeline of events leading to full implementation, any troubleshooting or course corrections you made, and the evaluation of the Evidence-Based Best Practice. **Each Friday a focus email is sent to all CGA instructional staff members. The email contains an identified instructional need to improve lesson delivery, student understanding and, ultimately, instruction and achievement. You may or may not include ideas on how to incorporate the strategy into instruction depending upon the need and your understanding of the staff. The email serves as a way to communicate what will be looked for the next week during administrative and coaching classroom visits.**

You can do this today:

1. Reflect on the classrooms in your building.
2. Ask yourself: What is the instructional need that jumps out immediately? Is it simple? If not, can you simplify it by breaking it down into steps?
3. Compose your email
4. Send it.
5. Do walkthroughs (depending on your team try to be in each classroom at least 2 times a week and leave feedback).

After your initial email: (Underlined items are a must)

1. Prior to writing the weekly email:
2. **Complete Multiple Walkthroughs or Formal Observations and keep copies of the feedback given to staff to use as your qualitative data to inform the focus for the upcoming week.**
3. Meet with your PD team (Administrators and Curriculum Coaches-who should all be in classrooms frequently) weekly and discuss positives and needs from your notes.
4. Determine the direction instruction needs to move to improve delivery, understanding and achievement.
5. **Decide if you will repeat the focus from the previous week or if most staff have incorporated the strategy and you can now move forward with a new strategy.**
6. **Write your email with your identified need:**
 - Email should be clear about what you will be looking for during your walkthroughs.
 - I give a few shout outs in my focus which serve as “good jobs,” but also serves to inform other teachers about what their peers are doing.
 - Provide a reason for the importance of the change or addition. Nothing too time consuming on your part, just good stuff that you already know. (Data/research/part of your instructional model).

-Provide support with an easy “I can change that now” suggestion during walkthroughs. In the email, if needed, include a link to a website if it would be helpful to all staff. (It is not necessary to have a link.)

-Follow through. Make this a weekly must do.

-Create the opportunity for teachers to discuss how they are incorporating the focus in their instruction. (Professional Learning Communities, Team Meetings or Department meetings.) What I mean by discuss is to have *them* talk (*not* you; you listen). You simply ask them to share how they are incorporating the focus. This will let them learn from each other the different ways they are incorporating the focus (which you know because of your walkthroughs). Teachers can walk away from this discussion with more ideas and maybe even the actual lesson to try while possibly building collegial relationships and feeling supported in their efforts to grow.

7. Share the data indicating that this Evidence-Based Best Practice has increased achievement, increased attendance, reduced discipline incidents, or increased graduation rate. **Increase in short cycle assessment scores at the mastery level. Increase of student centered strategies and student led instruction being used by teachers.**
8. Briefly explain how this Evidence-Based Best Practice will be sustained once SIG funding is no longer available. **This strategy does not need monetary funding to sustain it. Review the purpose behind and the expectations of the Focus of the Week and Classroom Walkthroughs with staff at the Opening Staff meeting.**

Briefly share any lessons learned and/or advice to other schools wishing to implement this Evidence-Based Best Practice.

-Being too wordy

-Making the email too long

-Too many things identified to work on.

-It may take more than one week to really see a change. You may have to repeat your focus for a few consecutive weeks.

-Not emailing early enough on the weekend for teachers to use the focus for consideration in planning for the next week.

-You dropping the ball.

-Your Administrative team or Curriculum Coaches not getting into classrooms to give feedback/support.

-Change is hard, keep that in mind and acknowledge that growth is not always comfortable.