

Millbrook High School

Instructional Framework
2019-2020

Introduction

It is the mission of Millbrook High School to graduate students who are collaborative, creative, effective communicators and critical thinkers who are prepared to engage in their global community. This document provides transparency for the alignment between and intent behind the practices in which all Millbrook High School staff will engage. This work is coordinated by the Millbrook Learning Community (MLC) and Department Chairs, is realized through the PLT process and made viable through an intentional Professional Development plan. This document is divided into four sections: The Five Indicators of the Millbrook Learning Community, the Professional Development Plan, the Department Chairs Schedule, and the PLT schedule. Each section will define the role of teachers and teacher leaders in managing various expectations in their classrooms as well as how artifacts from their work will attach to NCEES evaluation documents and PDPs.

[Part 1- Millbrook Learning community \(MLC\)](#)

[Part 2- Professional Development Plan](#)

[Part 3- Department Chairs](#)

[Part 4- PLT Plan](#)

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Part 1 - MLC and the WCPSS 5 Key Indicators

In 2018, WCPSS moved the school improvement planning process to a new platform known as NCStar. The new platform tasks schools with using research-based indicators to frame their work in school improvement. WCPSS has asked each school to evaluate the following five indicators and work towards full implementation. Each of these indicators features several specific action steps, written by MLC members, to move the school towards full implementation. To see the plan in detail, you may log in using the following credentials:

Username: GuestS17514

Password: GuestS17514

**please note the capital "S" in GuestS.

The work we do through Professional Development, Departments, PLTs and in our classrooms is intentionally aligned to the 5 Key indicators listed below.

Indicator
A1.07 - ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.
A2.04 - Instructional Teams develop standards-aligned units of instruction for each subject and grade level.
A4.01 - The school implements a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with the individual needs of students across all tiers.
A4.06 - ALL teachers are attentive to students' emotional states, guide students in managing their emotions, and arrange for supports and interventions when necessary
E1.06 - The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).

MLC Meeting Schedule Link: [MLC Meetings](#)

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Part 2 - Professional Development Plan 2019-2020

Professional Development for the year will focus on the following areas:

1. Social and Emotional Learning in the classroom (A4.06, A1.07)
 - a. Intentional Planning for Equity Needs in:
 - i. Instruction
 - ii. Access (supplies, knowledge gaps, language)
 - iii. Attendance
2. Planning for Thinking Skills (from the Approaches to Learning) through Unit Planners (A2.04, A4.01)
3. Academic Recovery and In-Class academic interventions
4. Digital Portfolios for All Students (A2.04, A4.01)

In addition to the NCStar Indicator Alignment, we have also listed the NCEES indicators within which this work will fit. This will aid individual teachers in cataloguing their work into artifacts for their PDP and Evaluation Process.

Staff Development Calendar:

Date	Setting	NCEES Elements	Indicator	Topic
9/30	Workday	Ia, Ib, Id, IIa, IIc, IIId, IVb, IVg	A2.04	9/30/2019 Agenda
10/9	Workday	Ic, IId, IIIa, IIIb, IVc, Vb, Vc	A2.04, A4.01, A4.06	District Led PD at various locations
1/29	Workday	Ia, Ib, Ic, IIa, IIc, IIId, Va, Vb	A2.04, A4.01, A4.06	01/29/2020 Agenda
2/18	Workday	Ia, Ib, Ic, IIa, IIc, IIId, Va, Vb	A2.04, A4.01, A4.06	Held for Weather
9/12	Planning	Ia, IVa, IVb, IVh, Va	A2.04, A4.01	9/12 Agenda
10/7*		Ic, Id, IIIc, Va, Vc	A2.04, A4.01	PLT Learning Rounds #1
12/11	Planning	Ic, Id, IIIc, Va, Vc	A1.07, A2.04, A4.01	Learning Rounds (School-Wide)
2/10*		Ic, Id, IIIc, Va, Vc	A2.04, A4.01	PLT Learning Rounds #2
3/13	Planning - In 3508	Ic, Id, IIIc, Va, Vc	A1.07, A2.04, A4.01	Learning Rounds (School-Wide)

*PLT Learning rounds will be scheduled in these weeks but are not hard dates.

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Part 3 - Department Chairs

In addition to school-level decisions, Department chairs offer a direct connection to district plans that will affect the content and curriculum we are expected to work with day in and day out. Coordinated by Ms. Midgette, their meetings will focus on the following:

Date	Topic
8/13	Instructional Framework, PD and PLT Plans, Data Analysis, & Opening of School Updates
9/9	Opening of School Reflections, PD previews for 9/12 and 9/30, Website Updates, Field Trips, Learning Rounds Rationales
10/7	PD reminders for 10/9, PLT Renorming Activity, Mid-Quarter Grade Distribution Activity
12/2	PLT Learning Rounds Feedback, PLT Assessment Analysis Protocol and Activity
2/3	Magnet Updates, Registration, Recommendations, Rigor Reminders, Mid-Year SMART Goal Progress
4/14	Testing Updates, Senior Awards, AP Training, Closing of School Bulletin, Master Schedule
5/11	MLC End-of-Year Updates, SMART Goal Presentations

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Part 4 - PLTs and PLT Leaders

For each focus area to be appropriately addressed, the specific work of indicators has to be contextualized by content area teachers and executed through PLTs. These smaller groups of teachers can more directly address common concerns and needs within their courses and their student rosters. Items in **Purple** have an assignment/product due in Canvas.

PLT Meeting Schedule and Topics 2019-2020

Fall Dates (Week of)	Topic	Spring Dates (Week of)	Topic
Aug. 26	Grading/Honor Code Policies	Jan. 20	OPEN
Sept. 2	Unit Planner Development Plans	Jan. 27	OPEN
Sept. 9	OPEN/Planning PD on 9/12	Feb. 3	Semester Data Review/EVAAS
Sept. 16	OPEN/Dept. Chair	Feb. 10	PLT Learning Rounds #2
Sept. 23	OPEN	Feb. 17	OPEN
Sept. 30	Unit Planner #1 Due	Feb. 24	OPEN
Oct. 7	PLT Learning Rounds #1	Mar. 2	Assessment Analysis #2
Oct. 14	OPEN/Dept. Chair	Mar. 13***	School Learning Rounds #2
Oct. 21	Digital Portfolio Artifact #1 Due	Mar. 16	Unit Planner #3 Due
Oct. 28	OPEN	Mar. 23	OPEN
Nov. 4	OPEN	Mar. 30	OPEN
Nov. 11	OPEN	Apr. 13	Quarterly Data Review
Nov. 18	Quarterly Data Review/ARP	Apr. 20	OPEN/Dept. Chair
Nov. 25	OPEN	Apr. 27	OPEN
Dec. 2	Assessment Analysis #1	May 4	Unit Planner #4 Due
Dec. 11***	School Learning Rounds #1	May 11	OPEN
Dec. 16	Digital Portfolio Artifact #2 Due	May 18	Roster Verification Completion
Jan. 6	OPEN	May 25	OPEN
Jan. 13	Unit Planner #2 Due	June 1	Semester Data Review

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Minutes and Tasks

[Minutes](#) will be submitted weekly via [Google Form](#). Tasks will be submitted as assigned in Canvas. To meet the new district expectations surrounding CEUs for PLT work, each teacher will be expected to submit a copy of the products created in PLT meetings.

Unit Planners

While we will continue to refine the unit planners submitted in the 18-19 School Year while reviewing and completing unit planners for each course. This year, PLTs will establish a Unit Planner Development Plan to update or create at least 4 unit planners not submitted for evaluation last year. If PLTs have eight or fewer Unit planners in their course, they will begin using the Unit Planner Self-Assessment process as facilitated by MLC A2.04 Indicator Group.

Quarterly and Semester Data Reviews

Throughout the year, teachers will interact with [this protocol](#) to evaluate the student grades and progress.

Assessment Analysis Protocol

TBA

Learning Rounds Protocol (PLT)

PLTs will engage in learning rounds aimed at increasing the diversity and rigor of critical thinking opportunities for students in all classrooms. The protocol can be found [here](#).

PLT Leader Meetings:

[PLT Leader Docs can be found here](#)

Date	Topic(s)
8/28 - 2:30 3508	Plan for the year, Enrolling into the PLT course and reviewing the Instructional Framework
12/18 - 2:30 3508	Assessment Review Sharing Activity, Comments and concerns to prep for Spring Semester
5/6 - 2:30 3508	Recapping PLT Work, Evaluating progress for awarding CEUs