



**Instructional Leadership Team (ILT):**

**Q: When can meetings take place? During the day? After school?**

*A: This will be left up to the leader of each school.*

**Q: What is the total number of ILT members in K-8 schools?**

*A: There should be a total of 6 ILT members in K-8 schools.*

**Instructional Practice Guide (IPG):**

**Q: Can the foundational skills IPG be merged with the Core Actions IPG?**

*A: There is no need to merge the tool. The foundational skills document was designed to specifically address foundational skills blocks, not merge with the Core Actions IPG.*

**Q: Will the IPG be uploaded to PLZ by school instead of by teacher?**

*A: No. The IPG will be housed in PLZ by teacher; however, it will have two purposes.*

- The first purpose of the IPG is to be used as a tool by the ILT only to identify trends in order to develop the CPL. This will be done using hard copies of the IPG instead of being placed in PLZ. Teacher names will not be placed on these hard copies. There should be no more than 3-4 ILT members conducting an informal walkthrough at one time.*
- The second purpose of the IPG is for TEM certified observers to conduct informal observations in order to provide individual teachers with feedback and growth. These informal observations will be placed in PLZ.*

**Q: When do peers conduct peer observations using the IPG?**

*A: Peers should conduct informal walkthroughs based on the leadership/guidance of the principal. Trends and objectives may be different from school to school.*

**Q: Does every teacher have to have an informal observation in PLZ using the Instructional Practice Guide? Do they have to be conducted prior to the formal observation?**

*A: According to the Cornerstones of High Quality Instruction, principals and/or designees will conduct 1 informal observation per teacher per semester using the IPG tool to give informal feedback and to drive coaching supports from Instructional Leadership. These informal observations do not have to be conducted prior to formal observations.*



## Shelby County Schools Cornerstones of High Quality Instruction

### **Lesson Plans:**

#### **Q: Are teachers completing lesson plans?**

*A: For teachers who teach EL and Eureka Math, we continue to ask teachers to use the lesson plans that are already included in the teacher editions. Like last year, we ask teachers to annotate and customize these lesson plans as they prepare to deliver instruction. It is not recommended that principals require teachers who teach EL and Eureka Math to turn in separate lesson plans in addition to the lesson plans provided in the curriculum. For all other teachers, it is recommended that principals require teachers to submit some type of lesson planning document so that school leaders are able to monitor and support effective lesson planning in their buildings. If schools would like to utilize the lesson plan templates created last year for non-EL and non-Eureka teachers, that would be a decision for the building level principal. The Curriculum & Instruction Department will not provide weekly lesson plans for EOC classes during the first semester like they did last year.*