

COLLABORATIVE PREP

HIGH-QUALITY INSTRUCTIONAL MATERIALS

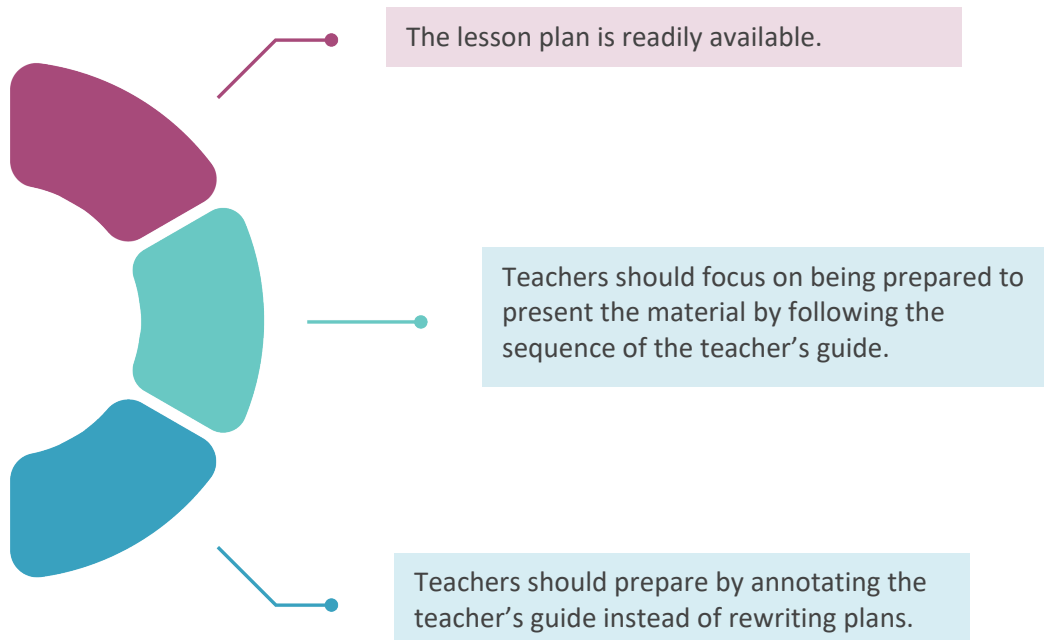
ELEMENT 6: The system and school team supports collaborative planning using HQIM.



MISSISSIPPI INSTRUCTIONAL MATERIALS MATTER.

OFFICE OF INSTRUCTIONAL MATERIALS & LIBRARY MEDIA

SHIFTING from PLANNING to PREPARING:



SUPPORTING COLLABORATION PREPARATION with a FOCUS on HQIM:

- Structure the master schedule to include protected time weekly for teachers to meet as a team to internalize the HQIM.
- Set the expectation and commitment that a member of the school leadership team regularly attends collaborative planning and preparation alongside teachers.
- Designate a facilitator of the collaborative planning and preparation time.
- Use a set of protocols teachers' intellectual preparation (unit unpacking, lesson unpacking, lesson rehearsal, looking at student work protocol).
- Provide regular feedback to the leader of the collaborative planning and preparation regarding their facilitation and use of the protocols.
- Calibrate as a team to set and monitor expectations for collaborative planning and preparation.