

COLLABORATIVE PREP

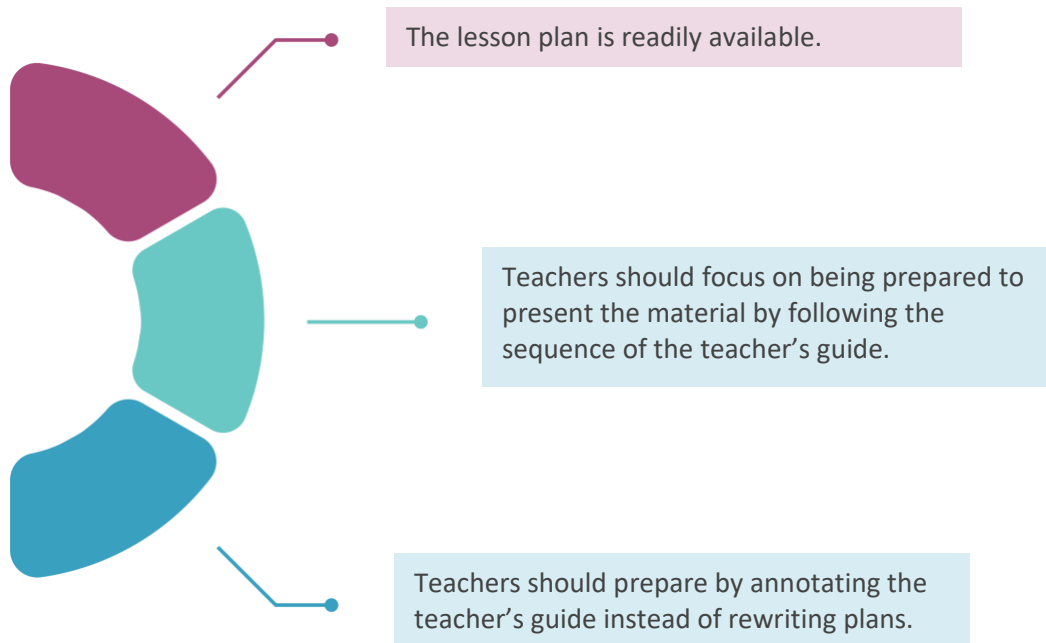
HIGH-QUALITY INSTRUCTIONAL MATERIALS

ELEMENT 6: The system and school teams support collaborative planning and preparation using HQIM.



MISSISSIPPI INSTRUCTIONAL MATERIALS **MATTER.**
OFFICE OF INSTRUCTIONAL MATERIALS & LIBRARY SERVICES

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 school leadership team member regularly attends collaborative planning and preparation alongside teachers.
- Designate a facilitator of the collaborative planning and preparation time.
- Use a set of protocols for teachers' preparation (e.g., unit unpacking, lesson unpacking, lesson rehearsal, and 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 collaborative planning and preparation expectations.



Lesson Study, Lesson Annotation, and Unit Internalization are different terms that mean the same thing – providing support to teachers that will enhance teaching strategies and ensure a more effective learning experience for students.