



HMS Generals 2019-2020

Team Collaboration Outcomes

Our Mission: To prepare our students for success at Heritage High School through mastery of the middle school curriculum.

School SMART Goal: All students will demonstrate mastery of their course essential standards by the end of the 2019/2020 school year.

To achieve this goal, we agree to be “tight” about the following team outcomes:

Norms

- Review/revise team meeting norms and update in data team Drive folder by 9/19.
- Norms will be reviewed at every meeting and revised as needed.

Essential Standards/Curriculum Maps

- Teams will review/revise curriculum maps on July 25 and save it the data team Drive folder by 9/19.
- Identified essential standards should prepare students for success at the next level of study.
- Each standard should be broken down into learning targets and targets should be given to students for each unit so they can track their own mastery.
- Teachers will have access to the county essential standards chart for instructional planning. The chart includes essential standards, I Can statements, levels of rigor and prerequisite knowledge.

Common Assessments

- Teams will collaboratively create/revise common assessments for each unit.
- Common assessments must measure student mastery of essential standards.
- All assessed standards must be remediated when needed.
- Unit plans will allow for a common assessment (checkup or unit test) to be given at least every 2 weeks.
- Teams will share the common assessment reflection with administration after each checkup/unit test.

Intervention/RTI

- **Tier 2:** Teachers will use current data to select students for remediation and extension opportunities based on their needs during 1st block ELT time (Tu-Th).
- 1st block ELT remedial lessons will focus on re-teaching essential standards by targeting specific students who struggled to master specific learning targets.
- **Tier 3:** All students identified as Tier 3 (2 or more grade levels behind) will be placed in a math and/or ela group. These small Tier 3 groups will focus on filling in gaps in essential knowledge and bringing the student up to grade level.
- Teachers will track Tier 3 student data weekly to monitor progress.
- Teachers will refer any needed changes to Tier 3 groups to Kim Miracle by submitting the Tier 3 Status Change form.

Communication & Grades

- Grades will be updated at least once a week.
- A minimum of 2 grades per week should be entered in Infinite Campus (8-10 by progress reports and 18 by the end of the 9 weeks).
- Students will monitor progress towards meeting their learning targets for each unit.
- Teachers will communicate regularly with parents of students who are failing to progress or master the curriculum.
- Teachers on a PLC team will have common grading practices.

Areas of Staff Learning

- Best grading practices
- Focus on remediation, intervention, and extension instruction