



# Memo

To: Principals and Teachers  
From: Ron Duerring, Superintendent  
Date: 12/1/10  
Re: Monthly Update

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The purpose of this Memo is to provide clear communication from Central Office on the topics of Lesson Plans and Data Collection. Please adhere to the contents of this message as you organize/evaluate daily instruction through lesson plans as well as the collection of data for the purpose of raising student achievement. This memo was developed in collaboration with the Kanawha County Education Association, American Federation of Teachers, Secondary School Masters Association, and the Elementary Principals Association. Kanawha County Schools Central Office Position is as follows:

## Lesson Plans

WV Code 18A-2-12 addresses lesson plans as follows: (l) Lesson plans are intended to serve as a daily guide for teachers and substitutes for orderly presentation of the curriculum. Lesson plans may not be used as a substitute for observations by an administrator in the performance evaluation process. A classroom teacher, as defined in section one of this chapter, may not be required to include in his or her lesson plans any of the following:

- 1) Teach and re-teach strategies;
- 2) Write to learn strategies;
- 3) Cultural diversity;
- 4) Color coding; or
- 5) Any other similar items which are not required to serve as a guide to the teacher or substitute for daily instruction.
- 6) Classroom teachers may not be required to keep records or logs of routine contacts with parents or guardians.
- 7) Nothing in this section may be construed to prohibit classroom teachers from voluntarily posting material on the internet.

HB 4001 prohibits a teacher from being required to post his or her lesson plans on the internet or make them available to students or parents.

\*Note: Lesson plans can be required by the principal to be placed on the computer and submitted electronically to the principal.

The **Office of Education Performance Audits** is looking only for the steps to implement the plan of the day in lesson plans. If the observing Team member can look at the lesson plans and can see the progression of the class in those plans, that satisfies their requirements. OEPA, of course, still looks to make sure that the lesson plans are written in advance and a brief written review is done by the school's administration at least once per quarter.

OPEA Standard 7.2.3 states: Lesson plans and principal feedback. Lesson plans that are based on approved content standards and objectives are prepared in advance and the principal reviews and comments on them a minimum of once each quarter, and provides written feedback to the teacher as necessary to improve instruction. (Policy 2510; Policy 5310)

Teachers must be able to validate /demonstrate they are following the curriculum frameworks/CSOs. The method of validation should be determined in collaboration with the principal and teachers.

### **Data Collection**

Good planning and the collection of data will allow us to understand and diagnose students individually and their needs. By planning our lessons well and assessing students' needs, we can increase student achievement and reduce the number of dropouts. Good teaching requires fidelity to the program, having established outcomes, and evidence that demonstrates the outcomes have been achieved.

We are in an era of accountability. Public Education is under close scrutiny. It is imperative that we demonstrate to the public and our community the effort that is necessary to improve the overall achievement of our students.

Student data notebooks provide an opportunity for students to do self assessment. This tool can increase student motivation and effort as students establish goals and track their progress toward those goals. Data notebooks should be updated at the most once a week. Data notebooks are an **optional** method of assessment for teachers.

DIBELs (K-3) and Pearson (4-5) are integral part of our reading program. These programs are required by Kanawha County Schools as part of the total reading program. Reading Assistant is a Tier two intervention for 4<sup>th</sup> and 5<sup>th</sup> grades.

Kanawha County and the State of West Virginia have provided other assessment opportunities to measure student growth and achievement. The principal and curriculum team should collaborate on the appropriate programs and usage for assessment that are **reasonable** to determine student achievement and corrective action.

1. Scholastic Reading Inventory (SRI) – screening tool, diagnostic for reading
2. Scholastic Math Inventory (SMI) – screening tool, diagnostic for math
3. Acuity – prepares students for the rigor of the Westest 2 – helps with DOK levels
4. Riverdeep – Skills Practice
5. Skills Tutor – provides diagnostic and corrective instruction
6. West Virginia Writes – prepares our students for the rigor for the Westest 2
7. TechSteps – A minimum of two per year

*Wishing you the best that all of the holiday season has to offer.*