

# **Protocol for Data-Driven Instruction**

## **Goals:**

- Discuss student data in a way that promotes changed classroom practice and targeted instruction and intervention.
- Provide teachers with a non-judgmental, supportive environment within which to discuss student data.

## **When can this protocol be used?**

- Grade-level team meetings
- Whole staff banked time
- Department meetings
- Collaborative staff development

## **Materials:**

1. California Summative Test (Houghton Mifflin)
  - Each HM test has 6-8 subtests.
  - The subtests address the state standards for each grade level.
2. A Class Summary Chart and a Grade-Level Chart of the data by subtest
  - If needed, begin the protocol process by using the Sample Data Chart to review the format of the Excel spreadsheet.
  - Review the key features of the spreadsheet such as the target benchmark located in the bottom right corner of the spreadsheet.
3. A list of skills and standards tested for each test
  - This information can be found in the beginning of each test in the California Summative Test Booklet
4. Data-Driven Instruction Worksheet
5. Houghton Mifflin Teacher's Editions for the themes being tested

## **The Protocol Process**

### **Reflection**

*Always start with the gifts, talents, knowledge and skill of young people—never with their needs and problems.*" (quote from John P. Kretzmann, cited in *Leadership Capacity for Lasting School Improvement* by Linda Lambert).

- Distribute Class Summary Chart to grade level team.
- Discuss: "What are some strengths we notice as we look at the data for this class/grade level?"
  - An additional guiding question could be, "What were some sub-tests that were stronger?"
- Begin statements with: "I see..." to help observations remain more objective. Teachers can share observations orally or in writing.
- Discuss: "What are some needs we notice as we look at the data for this class/grade level?"
- Begin statements with: "I notice..." Teachers can share observations orally or in writing.

### **Using Data to Impact Instruction**

- Distribute Data-Driven Instruction Worksheet.
- Determine a subtest that will be the priority for the next month.
- Grade-level teams work through the Data-Driven Instruction Worksheet to create an action plan for targeted instruction toward meeting standards.

### **Follow-up and Closing**

- Determine a follow-up date when teachers will meet to discuss student progress on the target areas.