

Western Line School District

Instructional Management Plan 2020-2021

As a result of the COVID-19 pandemic during the 2020-2021 school year and the uncertain changes that could occur during school time, Western Line School District will operate and provide adequate instructional delivery with the following considerations: (a) Ensuring all students have access to learning materials and technology. (b) Ensuring online learning management system can effectively support teaching instruction and one- to -one support. (c) Ensuring students have access to assessments and dual credits. (d) Ensuring ongoing professional development takes place.

Instructional Management Team:

Lawrence Hudson, Superintendent
Lena Tatum, Curriculum,
James Johnson, K-6
Donald Coleman, 7 – 12
Melinda Aven, Financial Officer

Glenda Triplett-Jackson, Chief Officer
Amy Spencer, Student Services/SPED
Willie Goins, 7 – 12
Jequay Franklin, Technology
School Curriculum Interventionist



Instructional Goals:

It shall be the policy of the Western Line School District that teaching is based upon a planned program of instructional management where student standards/objectives have been developed for every subject area for which grades are issued. Said instructional management shall include all standards/objectives contained in the State Curriculum Guidelines.

Student evaluation procedures shall be fair and accurate. They shall be based upon demonstrated mastery of state standards/objectives. Each standard/objective shall be measured at least one time per year.

The Superintendent shall require the professional staff to review and revise the planned instructional program. Student performance results and teacher input shall be taken into account in the review and revision process. Said review shall be done not less than one time per year.

The WLSD Board of Trustees expects instructional staff to maximize student performance by striving to meet the standards of effective teaching as set forth in the Mississippi Statewide Educator Professional Growth System (PGS).

Planning:

It shall be the policy of the WLSD to evaluate the extent to which students master specific learning objectives on benchmark assessments and use such information in making instructional decisions. Teachers will be responsible for determining strengths and weaknesses of each student in the class. This information should be used along with the state curriculum frameworks, blueprints for state assessment, and supplemental materials such scaffolding documents, text exemplars, computer-based programs, and textbooks to develop daily lesson plans.

Principals at each school will be responsible for reviewing each teacher's lesson plans before those lesson plans are used. Teachers will include with lesson plans a copy of any assessment to be used in class that week. Principals will evaluate each lesson plan based on the standards set forth in Domain 1 (Lesson Design) and Domain 2 (Student Understanding) of the Mississippi Statewide Educator Professional Growth System (PGS).

Professional Development:

The Western Line School District Trustees recognize teachers as the single most important school-based factor affecting student achievement. To this end, the focus of Professional Development will be to improve student achievement by building teacher capacity. One required aspect of this professional development plan is action research targeting instruction and curriculum.

The basic objectives of this action research shall be:

1. To induce change in the curriculum and techniques under conditions which are conducive to the growth of the educational program;
2. To encourage and coordinate creative efforts so that duplications, conflict and waste of time may be avoided;
3. To create a climate for professional growth through creativity and innovation;
4. To establish criteria for change in educational practices through innovative development and creativity.

Development:

The WLSD Board recognizes the necessity to constantly adapt and develop the curriculum if the district is to meet the needs of its students. The Board shall encourage and support the professional staff in their efforts to investigate new curricular ideas, develop improved programs, and evaluate results.

The Superintendent shall set aside time for the study of curriculum improvements, including the selection of new instructional materials. The Superintendent shall also direct instructional and instructional support staff to work cooperatively to plan yearly, unit and daily learning activities. The instructional staff in each subject area or grade level shall jointly establish learner objectives for the year.

It shall be the policy of this school district that schools be provided resources, equipment, and supplies necessary to meet the needs of the curriculum for each school and the requirements of the Commission on School Accreditation. Each secondary school shall be provided a science laboratory. Each school shall have a central media center equipped with a balanced collection of books, reference materials, and periodicals which are cataloged and organized using standard library procedures and adequate audio-visual equipment. Upon recommendation of the Superintendent, the Board shall approve the purchase of equipment and supplies.

Scope and Sequence:

The Western Line School District School Board directs the Superintendent to coordinate the local school curriculum so that teachers are aware of what has been taught in previous grades and what will be taught in subsequent grades. In the area of reading, language arts and math, this shall be done by reviewing the curriculum benchmarks for all grades above and below in a specific subject taught. Teachers will be introduced to the standards students will need in later grades to begin a foundation for building a solid skill basis. Teachers will use staff meetings to begin to understand how skills taught in lower grades affect the development of skills in upper grades.

Adoption:

No basic course of study shall be eliminated or new courses added without approval of the WLSD Board of Trustees. Neither shall any sharp alteration or reduction of a course of study occur without Board approval.

Instructional Management:

It shall be the policy of the Western Line School District that the instructional management plan shall be designed to integrate state frameworks and the Mississippi College and Career Readiness Standards. The plan shall strengthen and clarify the teaching of a subject and suggest a variety of possibilities for instruction, for approaches and for materials.

1. The instructional management plan shall be developed by the instructional staff using the state frameworks, the Mississippi College and Career Readiness Standards, test blueprints, scaffolding documents and other ancillary materials provided by the Mississippi Department of Education.
2. Where entire staff participation is not possible, department representatives shall form system-wide committees for study, creation, and revision of the department's instructional management plan.
3. When the plan is completed, it shall be presented to the Superintendent who, upon approval, will recommend it to the WLSD Board for adoption.
4. The instructional management plan shall serve as a framework from which a teacher may develop units of study, individual lesson plans, and approaches to instruction to serve the pupil's particular needs at a particular time. The plan shall be a sketch map including basic concepts, content, standards/objectives and the logical sequence of instruction.
5. In all subjects where skills will be assessed through the Mississippi Assessment Program (MAP) or where sequence is important, teachers shall be expected to adhere to the instructional management plan.
6. In all cases, sufficient latitude shall be permitted to provide the teacher with time to teach the current, topical and incidental material which adds to motivation and meaning, teaching and learning.
7. A copy of the instructional management plan shall be easily accessible for all instructional staff. It will be housed on the Western Line School District web site under the Curriculum and Instruction tab.

Mississippi College- and Career-Ready Standards (MCCRS) Implementation:

A key component of the Western Line School District Instructional Management System is the MCCRS Implementation. The teachers from across the district will meet in grade specific Professional Learning Communities to align the MCCRS, resulting in the development of high-quality lessons and instructional units aligned to the standards. The Professional Learning Communities will make every effort to help each other as educators effectively incorporate these Standards into daily instruction and practice.

Board of Trustees – The Board will:

- Adopt goals that provide a well-balanced curriculum resulting in improved student learning;
- Establish policies to direct and support ongoing curriculum development and evaluation;
- Adopt a budget that provides for the development, implementation, training, and evaluation of curriculum;
- Authorize the implementation and review of an instructional management plan for the district that identifies expectations of curriculum;
- Communicate to its constituents the Board's curricular expectations.

Superintendent – The Superintendent will:

- Implement board policies related to curriculum
- Report to the board concerning implementation
- Oversee the work of district staff in accomplishing their responsibilities

Superintendent and District Curriculum Staff - The Superintendent or designee will:

- Provide district-wide professional development needed to implement the curriculum
- Provide materials and support instructional programs that deliver district curriculum effectively;
- Support principals and teachers in their roles of delivering and managing curriculum and professional development;
- Provide support for analysis and interpretation of assessment data

Principals – Principals will:

- Develop a working knowledge of the curriculum content for all subjects/courses to effectively monitor delivery of the curriculum;
- Supervise instruction and ensure effective delivery of the district curriculum
- Ensure that student progress in achievement is reported regularly to parents in an understandable manner
- Facilitate and participate in professional development
- Promote the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth
- Conduct Walk-through/Drop-in observations & Formal classroom observations
- Review weekly lesson plans and curriculum documents before teachers use them
- Collaborate with individuals and learning teams:
- Work with teams to review and interpret assessment data, set goals, and plan for continuous growth

Teachers – The teachers will:

- Deliver the district curriculum using strategies most effective for the students;
- Assess student learning with a variety of classroom, district, and state assessments;
- Use assessment data to drive instructional decisions;
- Involve students in the learning and assessing process;
- Involve parents in the learning process;
- Communicate strengths and weaknesses to students, parents, and others as appropriate;
- Participate in district, campus, and personal professional development.
- Differentiate based on individual student needs
- Prepare data driven lesson plans



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Goal I: Increase overall school data to show an increase by at least one letter grade. (2020-2021 revision)

Action Step	Start Date	Completion Date	Responsible Party	Resources
1. Implement a yearly curriculum review revision model for all subject and courses. (Instructional Team)	July-2020	August, 2021	District Instructional Team Academic Officer	MCCSS Subject Pacing Guides
2. Create a plan for professional development and use of instructional best practices to teach diverse learners through district professional days.	July- 2020	Ongoing	District Instructional Team Academic Officer	District Professional Development Calendar School –Based Calendars
3. Develop Curriculum Notebooks at each school level as part of the curriculum ongoing plan.	June - 2020	Ongoing	Academic Officer Building Principals	Purchased materials needed to develop binders. District Instruction
4. School schedules will be reviewed and analyzed to ensure that optimal time is provided for each student learning in the academic areas.	July1- August	May- 2021	Academic Officer Principals	School Master Schedules Walkthroughs/Observations
5. Assessment Practices (BMA's) will be directly aligned with the Mississippi State Assessments.	August- 2020	May-2021	Academic Officer Curriculum Specialist	District ELS Term Assessments Teacher Input Score Reports
6. Improve leadership in the district, through supervision and support throughout the evaluation process.(MPGS)	May-2019	Ongoing	Superintendent Academic Officer	Superintendent Administrative training (MDE)

Action Step	Start Date	Completion Date	Responsible Party	Resources
7. Establish Community-wide communication that relays information to stakeholders on schools, policies, and educational updates.	July, 2020	Ongoing	Superintendent Academic Officer Media Specialist	District Funds Parental Involvement
8. Contract with professional educational resource vendors to provide additional service to core testing areas.(RFP)	August, 2019	May, 2021	Superintendent Curriculum Specialist Academic Officer Principals	Federal Funding District Funds At-Risk Funds
9. District will employ Curriculum Interventionist for each campus to monitor student data and plan ongoing progress.	July, 2019	Ongoing	Superintendent	District Funds

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Goal 2: Each School will show student data increases in proficient and advanced or growth on all Mississippi Statewide Assessments.

Action Step	Start Date	Completion Date	Responsible Party	Resources
1. Redesign the district-wide lesson plan that will highlight components needed to meet high academic outcomes.	July- 2020	Ongoing	Superintendent Academic Officer Principals	District Funds Federal Funds At-Risk Funds
2. All schools will show evidence of data driven decisions in operations of school.	June-2020	Ongoing	Superintendent Academic Officer Principals	Expenditures Observations
3. Learning targets will be posted, discussed with students regularly throughout the day.	August-2020	May-2021	Academic Officer Principals Teachers	School Budgets
4. All schools will develop individual growth plans for each student in Math and Reading in grades 3-12	August-2020	May-2021	Curriculum Academic Officer Principals	District Funds School Budgets
5. District will require all schools to review and revise Tier 2&3 intervention protocols. (Lower 25%)	August-2020	Ongoing	Curriculum Academic Officer Principals	District Funds Federal Funds At-Risk Funds SPED Funds

Action Step	Start Date	Completion Date	Responsible Party	Resources
6. School Goals and data targets will be posted throughout each school building.	August-2020	Ongoing	Academic Officer Principals	School Budgets District Funds
7. Purchased programs that diagnose and provide interventions to students with low performing levels	August, 2020	May, 2021	Academic Officer Principals Business manager Curriculum	iReady Accelerated Reading STAR Edgenuity

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Goal 3: Provide professional learning that will increase educator effectiveness and results for all students.

Action Step	Start Date	Completion Date	Responsible Party	Resources
1. Provide a district-wide professional calendar based on school needs that will enhance teacher’s capacity to produce successful student outcomes.	July-2020	Ongoing	Curriculum Superintendent	Federal Funds District Funds
2. Support the principals by providing professional development materials and programs across all levels.	August- 2020	Ongoing	Curriculum Superintendent Principals	Federal Funds School Budget
3. Establish adequate time across the district to meet for professional learning	August- 2020	May-2021	Superintendent Curriculum	District funds
4. Contract with Vendors that provide identified services that meets district in the area of professional development.	August -2020	May-2021	Superintendent Curriculum Business Manager	Federal Funds
5. Promote out -of -district training to all employees so that a train the trainer process will filter throughout the school levels and the district	August-2020	Ongoing	Academic Officer Curriculum	Federal Funds District Funds
6. Conduct districtwide professional development training at the beginning of the school year in core areas for teachers in grades 3-12.	August , 2020	August , 2020	Curriculum	Federal Funds