**Thank you for being part of this GSAPS!**

**\* Be sure to sign signature page\***

**Norms**

* Remember that anonymity and confidentiality are the hallmarks of the GSAPS process.
* Place cell phones on vibrate.
* Be on time for observations and interviews; you will need a watch or cell phone.
* Use any available time to review documents in the team room that were not loaded into Indistar.
* Do not collect your own data by informally talking with teachers, staff members, etc. to gain information.
* Remain present and stay focused on the task during the school performance on GSCI structures discussion

**Interviews**

* Decide who will ask the questions and who will script.
* Try to get everyone to participate and not to let 1-2 dominate.
* Don’t ask them to give their names; you may ask them to say what they teach.
* Pace yourself with checkpoints at half and ¾ of the way through.
* Stick with the script.
* Don’t provide advice, correctives, or suggestions. Record interviewees’ responses “as is”.
* Use the provided paper to script responses; do not write on the question forms.

**Classroom Observations**

* Keep the focus of the observation on student behaviors (engaged, on task , …)
* Determine level of implementation using the following scale:

1– not observed at all (not evident)

2– observed (somewhat evident)

3– observed as standard classroom practice (evident)

4– observed as pervasive/exemplary practice (very evident)

*\*Don’t rate the indicator as a 2 unless there is considerable evidence—if you are in doubt about the score, go with the lower number. If the majority of scores are 2 or above, the structure will likely be rated operational, and the GSAPS summary report will likely not identify this structure as a target action. In other words, the school may get the wrong message about needing to continue improvement actions for that structure.*

* Provide no specific feedback or comments to teachers you observe; express no opinions as to the quality of what you saw; all the team’s findings will be presented in the summary report.
* Do all observations assigned to you; stay for the duration of the allotted time (10 -15 minutes).
* Take the copy of the lesson plan with you if you are the last observer for that class.

**Interview Analysis Process**

* Meet with your 1st interview partner to review the interview notes
* Identify collaboratively major strengths and concerns from the interview (5-10)
* Write a brief description of the strengths and concerns on post-it notes
* Mark a plus or delta at the top of the note, identify the interview group or person, and write the system/structure
* Place the notes on the plus or delta side of the large systems posters
* Repeat this process with your other partners for each interview

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**Coherent Instruction**

**Teacher Focus Group**

**Teachers have a weekly opportunity to collaborate on curriculum, instruction, and assessment**

***Before you leave, turn in folders, notes, and other materials***