



Process Guide RCSS Cross Functional Instructional Walkthrough

Purpose

The RCSS Cross Functional Instructional Walkthrough assesses a school’s level of implementation of the [RCSS Instructional Framework](#) including, but not limited to:

1. Effective Learning Environments
2. Instructional Cycle Action Components
3. Lesson Structure
4. Planning Practices

With the accountability requirements of the *Every Student Succeeds Act (ESSA, 2015)*, schools must evaluate their programs through data-driven, evidence-based practices. The purpose of the RCSS Cross Functional Instructional Walkthrough is to determine the progress of a school’s improvement work as framed within the RCSS Instructional Framework to include a focus on Literacy, Growth Mindset, Graduation, and Life Beyond the Classroom.



2.1 | The Instructional Framework: Overview: [Richmond Ready](#)
Refer to the Richmond Ready course on your Canvas dashboard



[InstructionalFramework-CompanionGuideBook-new](#)



Process Guide RCSS Cross Functional Instructional Walkthrough

Process

I. Cross Functional Instructional Walkthrough Components:

1. Principal Pre-observation Meeting
2. Classroom and/or Collaborative Planning observations. (eleot/Teacher Observation Tool)
3. Feedback for Continuous School Improvement
4. Post observation: Principal utilizes feedback as part of monitoring school improvement

II. Expectations and Responsibilities for the School Review Process

Basis for the RCSS Cross Functional Instructional Awareness Walk:

- Monitor implementation of RCSS Instructional Framework components

Notification of Review:

- Support team leads will remind school leaders of upcoming visit schedule at least 1 week prior to visit.
 - Support team leads will use page 4 (Principal Notification Email) to notify schools
- School leader should inform the school staff of the purpose and review dates

School Leader Responsibilities:

- Read and complete the steps listed on page 4 (Principal Notification Email).
- Collect and have available items requested on the Notification Form to the review with the support team lead.

Support Team Leader Responsibilities:

- Communicate dates, process information, and observation information to the school leader.
- Provide information on school location and times of visit to all team members.
- Develop a schedule for the walkthrough and share with cross functional teams.
- Ensure support team members have access to eleot and Teacher Observation Tool
- Lead the summary meeting with school and district leadership to provide feedback.
- Provide Assistant Superintendent with debrief of site visit.

Team Member Responsibilities:

- Participate in all aspects of the Cross Functional Instructional Walkthrough
- Inform support team leader know of an unexpected absence.

III. Prior to the On-Site Visit

The following tasks should be completed by the principal and the site team leader before the on-site visit. Having schedules in place and maps to guide the review team creates the least intrusive environment possible. The review team wants to see an accurate snapshot of how the school functions daily. Work done prior to the on-site visit ensures that the review will provide beneficial information to the school.

The school leader must facilitate the following tasks prior to the visit (Principal Notification Email – page 4):

1. Provide:
 - Map of the school (floor plan) with room numbers, teacher's names, and grade levels.
 - Copy of the master schedule that includes:
 - ✓ All courses currently being offered
 - ✓ Faculty assignments
 - ✓ Bell schedules
 - ✓ Planning times
 - ✓ Lunch times
 - ✓ Special education teachers' schedules



Process Guide RCSS Cross Functional Instructional Walkthrough

- Master list of faculty (staff roster) and their assignments if not included on the master schedule.
- 2. Reserve a room for the exclusive use of the Cross Functional Instructional Walkthrough review team.
- 3. Inform staff of the date of the visit. During the visit, the team will be observing randomly selected classrooms. In addition, please share the following expectations for the day of the on-site visit:
 - Teachers should have a paper copy of their lesson plans available for the observer to review.
 - Chapter or unit tests should not be given that day. Brief formative assessments 3-5 minutes in length are fine.
 - Videos other than brief video clips 3-5 minutes in length should not be shown that day.
 - The walkthrough should never be scheduled for the day of school-wide standardized testing. If this is already on the school or system calendar for the proposed date of the review, please contact the team lead immediately so that the Walkthrough can be rescheduled.
- 4. Share with school staff the following statement as written:

“The intent of the RCSS Cross Functional Instructional Awareness Walk is not to evaluate teacher performance, but to gather data about the instructional practices demonstrated most often by teachers in the school. Feedback is reported to teachers and the school principal/leadership team to show the instructional strategies used in classrooms, note trends and identify target actions for improvement. Observations are approximately 20 minutes in length, and not all teachers will be observed.”

IV. On-Site Visit

Team Meeting:

- Introduce team members to principal
- Provide an opportunity for the principal to share any relevant information with the team
- Remind team members of tool being used for specific site visit (either eleot or Teacher Observation Tool)
- Review the team schedule, staffing, etc.

Classroom Observations:

The RCSS Cross Functional Awareness Walkthrough team uses either eleot or Teacher Observation Tool during each classroom observation. The intent is not to evaluate teacher performance but to gather data about the instructional framework. During the site visit, each team member will:

- Observe 2 to 3 classrooms for a minimum of 20 minutes.
- Utilize either eleot or Teacher Observation Tool designated by site lead.
- Submit observation when complete in Cognia platform so that teachers will receive feedback.

Post Walkthrough:

- Using Cognia reporting tools, team members, facilitated by the team lead, will meet briefly to analyze observation data on trends and patterns. (no longer than 15 minutes)
- Provide a short debrief with administration focusing on instructional strengths and areas of growth.
- Based on feedback, school leadership will identify next steps to further improve instruction.



Process Guide
RCSS Cross Functional Instructional Walkthrough

Principal Notification Email

School Name

Dear (Name of Principal),

A RCSS Cross Functional Instructional Awareness Walk will be held at your school on DATE. The purpose of this site visit is to provide feedback on the implementation of the instructional framework and to provide administrators with additional support in monitoring instruction. The visit is designed to be as non-disruptive to the normal operation of the school as possible.

There will be NUMBER OF RCSS staff members on the review team. They will arrive on campus at approximately START TIME, and will follow a schedule similar to the one below, based on the needs and schedule of the school.

Table with 3 columns: Time, What, Where. Rows include: 7:30-8:00 (Review team meets; principal pre-observation presentation, Review Team Room), 8:00-9:15 (Classroom Observations, Classrooms), 9:15-9:30 (Cross Functional Team meets, Review Team Room), 9:30-10:00 (Principal Debrief Meeting, Review Team Room)

Please facilitate the following tasks prior to the visit:

- 1. Reserve a room for the exclusive use of the review team.
2. Inform your staff of the date of the visit. The team will be observing randomly selected classrooms.
Expectations include:
- All teachers should have a paper copy of their lesson plans available for the observer to review.
- Teachers should not schedule guest speakers or field trips on the date of the review.
- Chapter or unit tests should not be given that day. Brief formative assessments 3-5 minutes in length are fine.
- Videos other than brief video clips 3-5 minutes in length should not be shown that day.
- The review should never be scheduled for the day of school-wide standardized testing.
3. Please share with your staff the following statement as written:
'The intent of the RCSS Cross Functional Instructional Awareness Walkthrough is not to evaluate teacher performance, but to gather data about the instructional practices demonstrated most often by teachers in the school. Feedback is reported to teachers and the school principal/leadership team to show the instructional strategies used in classrooms, note trends and identify target actions for improvement. Observations are approximately 20 minutes in length, and not all teachers will be observed.'
4. Please ensure that the documents requested are available to the team upon arrival.

At the visit's end, the site team lead will summarize observations, strengths, and opportunities for further growth. Please communicate any questions or ask for clarification as you prepare for the review.

Thank you,