**Literacy Instructional Best Practices Tool**

**Grades 9-12**

This tool is intended to be used by literacy leaders and instructional coaches to gather information on instructional literacy practices happening in classrooms. This document should be maintained by the leader or coach for planning and coaching purposes. Using the Evidence of Success indicators, leaders and coaches can determine specific areas of need or growth, develop coaching and feedback cycles, provide targeted support to teachers, structure effective teacher planning time, and identify next steps and follow-up support.

Teacher Observed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **If you observe this part of the lesson…** | **You should see this…** | **Evidence of Success** | **Notes/Comments/Next Steps** |
| --- | --- | --- | --- |
| *Do Now/Bellringer*  Observation Date & Time  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Activities are centered around the daily lesson in order to pre-teach and engage students around that day’s learning.   or   * Literacy-based activities meet a need for that class, based on data (grammar, morphology, vocabulary, background knowledge, etc.). * Students are actively engaged in a small yet meaningful task that prepares them for the upcoming lesson of that day.   Example: Students are taking part in a bell ringer activity that consists of reading and annotating a text, a writing task, or listening to a text via audio format. | Not Yet  Somewhat  Mostly  Yes |  |
| *Explicit Instruction (New or Continued Learning Presented by the Teacher)*  Observation Date & Time  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Direct and explicit instruction is taking place that involves the appropriate literacy classroom practices and evidence of the teacher's purposeful planning. The teacher should model the expectations for the activity as well as the literacy classroom practices that are present in the lesson. * Skills to model should include:   + **Close Read** - Students closely analyze an unfamiliar text.   + **Annotating** - Students highlight various parts of the unfamiliar text such as vocabulary words, important details, etc.   + **Read Alouds -** Partner, group, or other groupings teach inflection when reading a text as well as recognizing words automatically and reading fluently such as pausing when necessary, using dialect, etc. * Throughout the lesson, teachers are providing instruction using a variety of modalities, instructional tools, and materials to accommodate the diverse needs of students. | Not Yet  Somewhat  Mostly  Yes |  |
| *Guided Practice (Independent or Small Group Practice of the Learning)*  Observation Date & Time  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Students are engaged in a lesson through independent or small group work. * Practicing skills with a cold read or another grade level text or passage (relevant for small group instruction in which a specific text is being utilized on that student’s level) This can be done with a partner or individually. This can include:   + **Highlighting** new and important information in the text as well as unfamiliar words   + **Annotating** the text to identify text evidence   + **Discussing** the text in relevant whole group or partner discussions about the text as well exploring different ideas and opinions to further gather information; involves both speaking and listening   + **Partner Reading** using the strategy most applicable (choral read, silent read, etc.)   + **Writing** within some context of the text they are reading, including summarizing, annotating, providing textual evidence to support a claim, etc. * Students should also be practicing writing skills and patterns based on the lesson and skills previously taught. * Diagnostic assessment drives both independent and individualized instruction for readers by measuring comprehension. Data is utilized to select appropriate on level work for each individual student. * Small group instruction is arranged by specific skill needs. Diagnostic data is analyzed to focus on specific skill areas where readers may need more support or are ready to advance to another skill. * Regular feedback is provided through prompting for additional information and providing information that will support enhanced learning. | Not Yet  Somewhat  Mostly  Yes |  |
| *Exit Ticket/Lesson Closing*  Observation Date & Time  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Students are actively engaged in a task that shows their overall understanding and knowledge of the day’s lesson. Information is provided to the teacher that will allow them to plan for future instruction. This can include:   + **Exit Tickets** - written or Spoken aloud   + **Informal assessment** of the skills taught to gauge overall student understanding and knowledge | Not Yet  Somewhat  Mostly  Yes |  |

For additional information and support, please access the [Literacy Classroom Practices](https://www.louisianabelieves.com/docs/default-source/literacy/literacy-classroom-practices.pdf?sfvrsn=24a06718_6) and additional tools and resources in the Louisiana Department of Education [Literacy Library](https://www.louisianabelieves.com/resources/library/literacy-library).