



William Dandy Middle School

Teacher Planning Week Agenda

August 4 – August 8 2025

School-Wide Reading Plan & Literacy Focus:

Pacing, Small Groups, and Building Rigor through DOK 3–4 Questioning

Day 1 – Foundation & Alignment

Theme: Building the Framework for Literacy Success

- **8:30 – 9:00** | Welcome & School-Wide Literacy Vision
 - Principal/Leadership Team shares goals for reading and literacy.
 - **9:00 – 10:30** | Pacing Guide Deep Dive
 - Review grade-level scope & sequence.
 - Identify power standards and benchmarks for Quarter 1.
 - **10:45 – 12:00** | Analyzing Student Data
 - Review diagnostic results (FAST, iReady, baseline writing samples).
 - Identify fragile students, high performers, and subgroups (ESE/ESOL).
 - **1:00 – 2:30** | Collaborative Planning Session
 - Align pacing to data-driven needs.
 - Plan first two weeks of instruction.
 - **2:30 – 3:30** | Reflection & Share Out
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Day 2 – Small Group Instruction

Theme: Differentiation for All Learners

- **8:30 – 9:30** | Effective Small Group Instruction in ELA
 - Models of grouping (leveled, flexible, skill-based).
 - Scheduling and rotation strategies.



- **9:45 – 11:15** | Planning for Small Groups
 - Create station/rotation activities (teacher-led, independent, technology, peer collaboration).
 - Integrate scaffolds for ESOL and ESE students.
 - **12:15 – 1:30** | Guided Practice
 - Teachers design a small group lesson aligned to Quarter 1 standards.
 - **1:45 – 3:30** | Peer Feedback & Refinement
 - Teams share plans and receive feedback.
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Day 3 – Building Rigor with DOK 3–4

Theme: Elevating Student Thinking & Discourse

- **8:30 – 9:15** | Understanding Depth of Knowledge
 - Quick review of DOK levels 1–4 with ELA examples.
 - **9:15 – 10:30** | Modeling Higher-Level Questioning
 - Transforming DOK 1–2 questions into DOK 3–4.
 - Role-play teacher/student questioning scenarios.
 - **10:45 – 12:00** | Writing & Discourse Strategies
 - Structured academic discussions (Socratic Seminar, accountable talk).
 - Using graphic organizers for analysis.
 - **1:00 – 2:30** | Lesson Design Workshop
 - Embed DOK 3–4 questions into current lesson plans.
 - **2:30 – 3:30** | Gallery Walk & Feedback
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Day 4 – Implementation & Next Steps

Theme: From Planning to Practice



- **8:30 – 9:30** | Review & Reflection of Week's Work
 - Celebrate teacher successes from planning week.
 - **9:30 – 11:00** | Mock Lesson Demonstrations
 - Teachers deliver a 10–15 minute segment using pacing, small groups, and DOK 3–4 questions.
 - **11:15 – 12:00** | Feedback & Coaching Conversations
 - **12:45 – 2:00** | Building the Literacy Walkthrough Tool
 - Agree on look-fors: pacing, small groups, questioning, engagement.
 - **2:00 – 3:30** | Action Planning for Quarter 1
 - Each teacher finalizes a 2-week instructional roadmap.
 - Commitments to literacy focus shared with team.
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✓ By the end of this 4-day planning week, every teacher should walk away with:

- A clear pacing calendar for Quarter 1.
 - At least two small group lesson plans.
 - Embedded DOK 3–4 questioning strategies in their lessons.
 - A shared understanding of expectations for literacy instruction school-wide.
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Would you like me to also create a **PowerPoint outline** that pairs with this agenda so you can present it to staff during Teacher Planning Week?