

Dear Participating Campus,

The first step of the Effective Schools Framework diagnostic process is submitting artifacts for Lever 4: High-Quality Instructional Materials and Assessments. The guidance below includes instructions to support the collection of artifacts necessary to conduct the review.

PURPOSE

The goal of the Effective Schools Framework (ESF) is to provide a clear vision for what districts and schools across the state do to ensure an excellent education for all Texas students. At the core of effective schools is effective instruction: interactions between students, teachers, and the content determine learning outcomes. Lever 4 focuses on ensuring all students engage daily with TEKS-aligned, high-quality instructional materials, and assessments that support learning at appropriate levels of rigor. The Lever 4 Academic Review assesses student assignments for alignment to state standards and research-based instructional strategies (RBIS) for both math and reading language arts (RLA) to determine student access to rigorous, grade-level instructional materials. The Center for Academic Review (CAR) has incorporated the results of this analysis into campus-level reports that provide greater insight into areas of improvement for participating schools to help campuses in the prioritization of ESF essential actions.

PROCESS

Artifact Collection

The academic review provides an analysis of student assignments to determine student access to high-quality grade-level content for both reading language arts and math. The review also includes a review of the implementation support provided to teachers. Each campus is required to select a grade band (as applicable) for artifact collection and submission (K-2, 3-5, 6-8). High school submissions include English I, English II, Algebra 1, and Geometry.

Required Artifacts

Blank Student Assignments

- **For each grade** within the selected band, campuses will collect **three blank assignments** from **three teachers** for **both math and RLA**. [Example collection document](#).
- Blank sample assignments should:
 - be the primary assignment students complete independently
 - ***include a sample or the full text used with the assignment***
 - include any directions or student-facing support for the assignment
 - NOT be review items, bell ringers, spelling tests, or other assessments

Implementation Supports

- Assessment Calendar
- Implementation/Observation Protocol
- Lesson Plan Review/Feedback Protocol

- Lesson Planning or Internalization Protocol
- Master Schedule
- Professional Development Plan

Artifact Submission

Artifacts for Lever 4 Review will be submitted through the Plan4Learning platform.

Blank assignments will be submitted by content and grade-level teacher clusters. Submit [this cover page](#) with each teacher's cluster of blank assignments. For example, when submitting for Grade 3 the blank assignments would be organized this way:

Grade 3 RLA	Grade 3 Math
<ul style="list-style-type: none"> • Grade 3 RLA Cover Page Teacher 1 <ul style="list-style-type: none"> ○ Teacher 1 Assignment 1 ○ Teacher 1 Assignment 2 ○ Teacher 1 Assignment 3 • Grade 3 RLA Cover Page Teacher 2 <ul style="list-style-type: none"> ○ Teacher 2 Assignment 1 ○ Teacher 2 Assignment 2 ○ Teacher 2 Assignment 3 • Grade 3 RLA Cover Page Teacher 3 <ul style="list-style-type: none"> ○ Teacher 3 Assignment 1 ○ Teacher 3 Assignment 2 ○ Teacher 3 Assignment 3 	<ul style="list-style-type: none"> • Grade 3 Math Cover Page Teacher 1 <ul style="list-style-type: none"> ○ Teacher 1 Assignment 1 ○ Teacher 1 Assignment 2 ○ Teacher 1 Assignment 3 • Grade 3 Math Cover Page Teacher 2 <ul style="list-style-type: none"> ○ Teacher 2 Assignment 1 ○ Teacher 2 Assignment 2 ○ Teacher 2 Assignment 3 • Grade 3 Math Cover Page Teacher 3 <ul style="list-style-type: none"> ○ Teacher 3 Assignment 1 ○ Teacher 3 Assignment 2 ○ Teacher 3 Assignment 3

Implementation artifacts will also be submitted through Plan4Learning.

REPORT

As part of the ESF diagnostic process, the Academic Review report will be made available to you. This report provides insight into areas of improvement and is designed to help campuses in the prioritization of ESF essential actions.

For questions regarding artifact submission, please contact your ESC Effective Schools Framework team.