



Planning Tool: Addressing Unfinished Learning in SY20-21

Phase II - Steps & Tasks		Timeline	Owner(s)	Notes
Phase II: Planning	A) Prioritize Content	Early to Mid June	LT Committee Chair – Math	<i>Key Action: Trace the Math</i>
	1. Leverage standards and curricular guidance to identify the prioritized learning from each grade that is most important for future success in the subject area	June 9-15	LT Committee Chair – Math	<ul style="list-style-type: none"> - Begin by training Grade Level Team Leads in the 4 key actions - Support Team Leads in Summer meeting planning and provide feedback on their plan - Ensure access to standards, coherence map, and progressions documents - Determine number of Summer meetings (1-3) to prioritize major work/engage in the 4 Key Actions
	2. Select the most critical prerequisite knowledge/skills from previous grades for the prioritized learning of each grade	June 9-15	LT Committee Chair – Math (With support from Grade Level Team Leads)	<ul style="list-style-type: none"> - Share recording of webinar with Team Leads - Connect with Team Lead from grade below to collaboratively plan vertical team time - Provide guidance on use of curricular materials and coherence map to link prerequisite standards for selected major work
	B) Predict Unfinished Learning	Late June	LT Committee Chair - Math	<i>Key Action: Determine Missed/Unfinished Learning</i>
	1. Determine which of the critical prerequisite knowledge/skills in each grade were not taught due to school closures	June 22-26	LT Committee Chair – Math (With support from Grade Level Team Leads)	<ul style="list-style-type: none"> - Adapt/Access Missed Learning Tracker (SchoolKit Webinar) and share with Team Leads for use - Have Grade Level Teams complete for their own grade from the spring and share with the grade above them
	2. Use existing SY19-20 student performance data to predict other gaps in the critical prerequisite knowledge/skills	June 22-26	LT Committee Chair – Math	<ul style="list-style-type: none"> - Gather most recent student performance data to share with Team Leads - Provide guidance on determining any additional needs based on data
	C) Adapt Pacing Guidance	Late June to early July	LT Committee Chair – Math	<i>Key Action: Adjust Pacing</i>
	1. Locate the prioritized learning in each grade’s scope and sequence	June 22-26	Grade Level Team Leads	<ul style="list-style-type: none"> - Revisit work from A)1&2



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<p>2. Based on predictions for unfinished learning, add time for estimated needed acceleration support during each prioritized learning topic</p>	<p>June 22-26</p>	<p>LT Committee Chair – Math (With support from Grade Level Team Leads)</p>	<ul style="list-style-type: none"> - Draft guidance to Grade Level Teams around adjusting pacing (see webinar for reminder of suggestions) and share with LT for feedback - Provide guidance to Grade Level Teams - Remind them to use Missed Learning Tracker - Outline guidance and support to Grades in identifying unfinished learning through diagnostics and unit study (ongoing throughout the year)
<p>3. Adapt pacing expectations to include additional flexibility for unfinished learning based on ongoing diagnostics</p>	<p>June 22- July 3</p>	<p>LT Committee Chair – Math</p>	<ul style="list-style-type: none"> - Share long-term plan calendars from 19-20 school year - Ask teams to update long-term plan calendar for the 20-21 school year with their suggested adjustments (both for missed learning and unit study work to address unfinished learning) - Review and provide feedback
<p>D) Plan for Regularly Diagnosing Unfinished Learning</p>	<p>July</p>	<p>Leadership Team</p>	<p><i>Key Action: Determine Missed/Unfinished Learning</i></p>
<p>1. Establish the importance of using data rather than assumptions to identify student needs</p>	<p>July 6</p>	<p>LT Committee Chair – Math</p>	<ul style="list-style-type: none"> - Add to July communication to Grade Level Team Leads - Ask for volunteers to join Diagnostic Assessment Review Team
<p>2. Identify sources for diagnostic assessments for the critical prerequisite knowledge/skills for each grade</p>	<p>July 6-10</p>	<p>LT Committee Chair – Math</p>	<ul style="list-style-type: none"> - Review sources mentioned in SchoolKit Webinar on 5/14 and determine alignment to curriculum - Select best sources for diagnostic assessments by grade and share with Grade Level Team Leads (examine curricular resources first)
<p>3. Plan structures for teachers to administer, analyze, and plan from diagnostics 2-3 weeks before starting each unit</p>	<p>Mid-July</p>	<p>Principal (with support from LT)</p>	<ul style="list-style-type: none"> - Revisit common planning time schedule for the 20-21 school year - Ensure time for administering, analyzing, and planning from diagnostics is included 2-3 weeks before start of unit based on adjusted pacing calendars - Develop coverage plan to support time for diagnostic analysis and Unit Study