

8

Create a Redistributed Instructional Time Calendar

Insert for Process Step 8

Now that you've determined the power standards on which to focus, you need to create a new instructional time calendar. Keep in mind the 3 guidelines highlighted below when revising your instructional time calendar.

1. The textbook is NOT the curriculum!
2. Not all units are created equal, i.e., each unit does not have to be 2 weeks long or any other equal amount of time.
3. Standards that are 40% or more of the state assessment should receive at least 60% of the classroom instructional time.

The revised calendar needs to include an increased amount of time for teaching the power standards AND allow additional time to loop back to review the power standards. The closer you are to the first time the power standard has been taught, the more often you should loop back to review it. For example, early on you may want to review a power standard every 10 days. After the students have been taught and have reviewed the power standard several times, you may need to only loop back every 15 or 20 days. If the students seem to be losing ground, increase the frequency of the review!

Here are the suggested steps to creating a redistributed instructional time calendar:

1. Based on the data analysis completed in the prior steps, select one subject area or grade level for which you need to revise the calendar.
2. Review the appropriate Michigan content expectations or Common Core State Standards to ensure that you are covering all of the standards for that grade level or subject area. (See Resource section of process document for links to standards.)
3. At the high school level, look at your course sequencing to ensure that you are teaching the courses that will be tested on the MME at the appropriate time. For example, offering Algebra II as a course for *seniors* will almost ensure that your *juniors* will NOT do well on the Algebra-related MME assessment items. Knowing that World History, U.S. History and Geography are a large portion of the Social Studies portion of the MME, make sure that your students are taking these courses their freshman, sophomore or first part of their junior year.
4. Next, highlight the power standards identified in the earlier steps for the subject area or grade level on which you are working.

5. Then, keeping in mind that your power standards should get 60% of the instructional time, let the bartering for time begin!
6. When you are sequencing the teaching of the standards and the reviews in your calendar, keep in mind the state testing schedule. Currently, the MME is administered in March. In February for each subject area tested, you may want to include review time for the power standards that will be tested on the MME.