



Creating a Pacing Plan

Goal: To create pacing plans for each grade level, detailing the dates during which the units will be taught, when unit assessments will be given and collected by designated reading coach and/or principal. It is critical that each grade level completes each unit in the program so that students are receiving instruction in all of the enabling skills and routines they need to access the next grade level's instruction.

Materials:

- Blank Pacing Calendars
- Copy of District's Instructional Calendar
- Copy of Harcourt Trophies Pacing Rules

Directions:

1. Circle the beginning of the year, end of year, cross out dates before and after
2. Highlight test windows for state and district assessments (instruction will occur during the testing windows, but if the instructional calendar allows, you might consider adding extra days into the teaching units during that time)
3. Cross out all student-free days, but not $\frac{1}{2}$ days
4. Start instruction on Day 3 of school. Begin counting the number of instructional days that Unit 1 will take.
5. Put a triangle around the first and last days of Unit 1. In the "Pacing Highlights" right-hand section of the Pacing chart, write "Unit One begins ___(add date here)___" and "Complete Unit One ___(add date here)___".
6. It is recommended that you plan for two unit assessment dates after each unit for teachers to administer the unit assessments, score and turn in to the coach. However, in some cases, there are not enough instructional days and you will need to decrease the assessment dates to one per unit.
7. Note on the "Pacing Highlights" right-hand section of the Pacing chart, "Unit 1 Assessment Window ___(add date here)___" and "Unit 1 Assessment due to coach ___(add date here)___". I recommend that the unit assessment data be turned into the coach no later than one day after the assessment window closes, so that the assessment data can be color-coded and discussed during team meetings and discussed by the coach and principal.
8. Begin counting out the instructional days for Unit 2 the day right after the assessment days for Unit 1. Proceed for all of the Units.
9. If you count out all of the units and you run out of instructional days, go back and allow one less day for assessment.

Special Note:

- Teachers will find that teaching the program with fidelity and on pace is quite a feat in the first year of implementation! As you create your pacing plans, there will be times that you will begin a new selection mid-week or finish up a selection on a Monday or Tuesday. If you try to pace the teaching so that each selection fits exactly into a week, you will likely run out of instructional days.