

**Use this protocol for:** Word Study, Vocabulary, Interactive Writing, Shared Reading in 2<sup>nd</sup> and 3<sup>rd</sup> grade, Sci\_Soc in all of the grades.

**Overview:**

In order to ensure that Springfield Prep has high-quality, standards-aligned curriculum and instruction, curriculum owners are responsible for unpacking units and sharing out the information during GLT meetings on Fridays two weeks prior to the start of a unit.

**Unpacking the unit will:**

- Give teachers a clear picture of where students are going and how they're going to get there
- Help teachers understand what mastery looks like for their respective grade level
- Build content knowledge and expertise for all teachers in the GLT

**1. Identify the big idea and the relevant standards that are addressed in this unit.**

- What's the big idea of this unit? (If there isn't one— use the unit unpacking process to think of one!)
- How are the standard(s) addressed in this unit?
- If a standard is taught to independent mastery in this unit, how is it being assessed?

**2. Look at the Unit Plan/Calendar (or Scope and Sequence)**

- What's the flow of the unit?
- Does it seem standards are appropriately addressed? If not consider additional lessons that could be added.
- What do you anticipate students struggling with?
- Where can you embed previous standards/objectives that students did not master?
- What kinds of anchor charts will help students learn this material? Or bulletin board tie-ins?

**3. Plan for teaching and learning.**

- **Dig into the lessons\*?**
  - Do the lessons meet the criteria for rigor outlined in the IPP? Will they prepare students for mastery of the assessment you identified?
  - Are there additional resources you need to locate or create to support student learning? (Anchor charts, books, manipulatives, tools, etc.)
- **Make adjustments where you need to, given what you know about your kids.**

**4. Share with your team.**

- **Unit unpacking during Friday Team Time**
  - Share unit plan (if there is one)—if the unit is outlined in a scope and sequence (i.e. Word Study) then have team members read over the Scope and Sequence on dropbox.
  - If there is a unit overview, give team members the chance to read over it. If there is no unit overview, provide a quick description of the unit, the big idea and how it fits into the scope and sequence.



## Unit Unpacking Protocol

- Explain what standards will be assessed (if any) and share the assessment.
- Highlight anticipated challenges and strategies for supporting those challenges (i.e. repeating a particular teaching point, planning on pulling a small group, etc.)
- Describe significant changes you made or are making to the unit based on steps 1-3.
- Share any additional resources (mentor texts, conference trackers, anchor charts, etc.)

*Note: The “day to day” lesson planning doesn’t need to happen right now, but you should get a general idea of what the lessons look like, how the unit progresses, etc. The idea here is to look for anything that is glaringly missing. (i.e. missing lessons, books that you can’t locate that are important mentor texts, etc.)*