

**Process for Customizing Your Pacing Plan**

**Identify the dates of the unit.**

1. Look at a calendar of the school year. Note where the grading periods or terms end.
2. Look at the table of contents in your FCL lesson plan manual. Divide the weeks in the school year by the number of the habits-of-heart in your Full-Circle Learning module. Generally you will find you have 6-9 weeks to teach a habit-of-heart that also corresponds with the grading period. Record the dates of the first unit on a copy of your pacing plan grid sheet.

**Identify the students’ motivating purpose for learning.**

1. Look at the first grading period. Use backwards planning:
   1. Preview your FCL lesson plan manual, based on the unit objectives and previewing the potential service projects and the activities leading up to them.
   2. Write down the community need/s you identified that students can address by applying this happen of heart as you customize the learning unit. Loosely draft a plan on your 13-S Template. You will adjust and add to this plan during the next steps, especially as you see opportunities to build on your academic themes in science, social studies.

**Review what students must learn in all their core content areas or subjects.**

* 1. Look at the student learning goals for this learning period in your academic text books or on your list of required academic goals. Note where there are areas of thematic alignment that might affect the timing of your activities or that might enhance the concepts in your projects. (For example, can teaching pie charts in math help your students conduct surveys on water conservation as part of a project?) Later you can adapt lesson plans that allow you to add to your unit or enhance your project accordingly. Note which high-priority learning goals should be retaught throughout the unit.

**Further customize your activities and your assessments to local needs.**

* 1. Think about the current events in your local area or in a global partner country that could help you further customize your projects and themes. Remain flexible enough to add to your plan accordingly.
  2. Write key words on your pacing guide to note how each week’s lesson plans will correlate academic skills with character and, ultimately, service. Make sure their various skills come together as they complete the Share It and Send It steps.
  3. Allow time to assess their learning by introducing rubrics before these projects and by ending with a thoughtful Sustain It step.

**Reflect on student growth as you broaden opportunities in next unit.**

* 1. Decide whether you will reteach some skills in the next unit or move ahead with new academic concepts. Identify your goals for the next term or semester and plan your next unit accordingly. Soon you will have outlined a year’s worth of planning goals. You may want to begin this pacing plan during a school break and revise it throughout the school year. Remember, you will always begin the process with a 13-S template for each new learning unit.