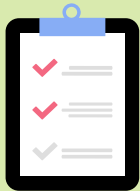


# Selecting HQIM — A Sample Timeline & Process

## a 'How To' Guide for Schools\*

1



### Establish district process and parameters.

*1-2 months*

- Review** district and state policies and practices regarding selection processes and implementation.
- Define** the role of committee members in the selection process (i.e. advisory or decision making or representatives).
- Identify** selection process committee membership which should include individuals well-versed in the content standards and instructional shifts.
- Create** a school or district-established timeline.
- Set** budget parameters.
- Establish** a decision-making process (i.e. consensus, etc.).
- Outline** a communication plan with key stakeholders.
- Determine** how and when to collect community input.
- Delineate** priorities or non-negotiables which may include specific instructional practices that are part of district plans or material requirements set forth in board policies.

2



### Collect key research/resources.

*1-2 months*

- Gather** information on the current state of instruction and materials use (complete [Knowing Your Starting Point Data Inventory](#) created by EdReports.)
- Collate student assessment data** – state assessments, district/school assessments, demographic, etc.
- Collate teacher demographic data.**
- Collect** key research/resources.

3

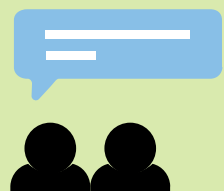


### Teachers, get involved!

*1 months*

- Examine** the Mississippi College- and Career-Readiness Standards.
- Seek feedback** on district priorities.
- Using the Standards, **identify** a shared vision for what high-quality instruction will look like.
- Engage** in educator training and support.
- Review** data – student achievement data, including subgroups – teacher demographic data.
- Synthesize** information and research from professional organizations and journals.
- Gather** feedback from colleagues in the district.

4



### Engage the community, too.

*1 months*

- Stakeholders to consider:**
  - Local school board members
  - Business leaders
  - Parents and guardians
  - Members of key community organization
  - Postsecondary education representatives
- Ways to engage stakeholders:**
  - Newsletters
  - Social media posts
  - Website
  - Surveys
  - Curriculum night that pairs activities with information

\*This plan was adapted from a plan created by the Nebraska Instructional Materials Collaborative.

# Selecting HQIM — A Sample, Continued

## a 'How To' Guide for Schools

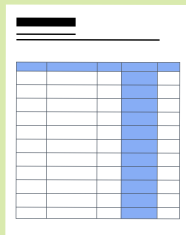
5

### Narrow choices based on standards alignment.

1 month

- Preview** the reviews on the Mississippi Instructional Materials Matter website. If more information is needed, visit [EdReports.org](http://EdReports.org) for more detailed information about alignment and usability.
- Lead** a materials-based discussion with the instructional materials selection committee in order to choose 2-4 sets of materials that your committee will analyze to see how well they meet local priorities. For example:
  - What does the evidence say about each set of materials?
  - How could the identified strengths support your teachers' understanding and implementation of standards-aligned materials? Are the materials educative and provide professional learning support?
  - What steps would you and your team need to take to fill any identified gaps?
  - What are the pedagogical implications and related supports that are necessary for implementing these materials well?
  - How will these materials support your team's vision of delivering high quality instruction for mathematics?
- Utilize** the [HQIM rubrics and evidence guides](#) to determine how the EdReports reviews support alignment to the Mississippi College- and Career-Readiness Standards.

6



### Evaluate materials.

1 month

- After you've narrowed the field, work with your committee to **apply a rubric** for determining how well materials meet the HQIM definition. This may include a field study or pilot depending on your context.
- Points to **consider**:
  - EL needs
  - Special Education supports
  - Culturally relevant materials
  - Demographics
  - Recent instructional materials selection
  - District context

7



### Make a decision.

2 months

- Lead** your team through a decision-making process and prepare to share the data and how the process worked with your school board and the full education community. The decision-making process should have been identified in step 1.
- Review** an example of a district-led consensus protocol.

8

### Create rollout and implementation plans.

2 months

- Determine** if the materials need to be supplemented to become better aligned and develop measures you will use to assess how well the materials are working over the next several years.
- Determine** professional learning needs to address to support implementation (Review examples of professional learning on high-quality curricula).
  - School and/or district administrators
  - Teachers
- Review** the [district resources](#) on the Mississippi Department of Education, including K-12 math pacing guides.
- Develop** implementation documents including:
  - Instructional pacing guide
  - Formative & summative assessment plan
  - Walk-throughs
  - Communications plan for external stakeholders (students, parents, etc.)
- Identify** additional instructional supports:
  - Framework
  - Supplemental materials
  - Intervention materials
  - Sample lesson plans, videos, other resources

