

Peabody Elementary PLC Protocols



Quick Sort Protocol

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on Results

Question Focus (Q1, Q2, Q3, or Q4)

Q2, Q3, Q4

Protocol Summary

Sort student work into piles, analyze misconceptions, talk about next instructional steps

Purpose

Need a way to quickly analyze student work/Make groups

Link:

<https://formativecoaching.files.wordpress.com/2009/12/quick-sort-protocol-tool-for-literacy-12.pdf>

Individual Problem-Solving Discussion Guide

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on Learning

Question Focus (Q1, Q2, Q3, or Q4)

Q1, Q2, Q3

Protocol Summary

Focus team discussion related to student progress and monitoring

Purpose

For learners who are IEP eligible as well as those participating in general education interventions

Link: <https://drive.google.com/open?id=0B1stEY-ke0b-dkInSF82NmdOQml3bWJQY0U4LU50akZ4U0g4>

Simple as 1, 2, 3: The Prioritizing Process

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on learning

Question Focus (Q1, Q2, Q3, or Q4)

Question 1

Protocol Summary

Developing priority standards while keeping endurance, leverage, and readiness in mind

Purpose

Making final decisions regarding what students need to know and be able to do.

Link: <https://drive.google.com/open?id=0B1stEY-ke0b-NjIJeml0cGVhSTR6OGNmY2VGQTZQMUJuWmRZ>

Writing S.M.A.R.T Goals

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on results and learning

Question Focus (Q1, Q2, Q3, or Q4)

Q1, Q2, Q3, Q4

Protocol Summary

Setting goals that are specific, measurable, achievable, results focused, and time-bound

Purpose

To help clarify a focus for instruction and student learning, in order to measure their performance and change instruction as needed. To provide for all levels of mastery (intervention to extension).

Link: www.hr.virginia.edu/uploads/documents/media/Writing_SMART_Goals.pdf

In the Loop

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Question Focus (Q1, Q2, Q3, or Q4)

Protocol Summary

Purpose

Link: <https://drive.google.com/open?id=0B1stEY-ke0b-TEYwdXJwcINUelc5REJiT2F5M05EMIVPd2Vv>

Team Balance

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Question Focus (Q1, Q2, Q3, or Q4)

Protocol Summary

Purpose

Link:

<https://drive.google.com/open?id=0B1stEY-ke0b-bU5TajlQc0x0ZDQ1eUlvQk9QYWpseXQ1d0s0>

E/LA Common Core Standards for Reading

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Question Focus (Q1, Q2, Q3, or Q4)

Protocol Summary

Purpose

Link: <https://drive.google.com/open?id=0B1stEY-ke0b-R3IIMm82c0ZuQkNmQ1B4eHIJSUE5S3Q4UnJV>

Essential Standards Chart

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on Learning

Question Focus (Q1, Q2, Q3, or Q4)

Q1, Q2, Q3, Q4

Protocol Summary

Make a kid friendly target that addresses the standard, come up with example of proficiency, determine prior skills and vocabulary needed, determine common assessment, decide when the standard will be taught, extension activities for students who already have it

Purpose

**What is the essential standard to be learned ?
Have a clear focus for the standard and lesson being taught**

Link: <https://drive.google.com/open?id=0B1stEY-ke0b-dEpUNEgyZHJQUG5kMGNFYI9paUNKU0pMOEhR>

Data Driven Dialogue

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on Learning, as well as Collaborative Culture

Question Focus (Q1, Q2, Q3, or Q4)

Q2, Q3, Q4

Protocol Summary

Creates conversation based on data, patterns and trends of performance, and generates root cause discussions.

Purpose

Builds ownership for decisions and helps determine actions based on data.

Link: <https://www.schoolreforminitiative.org/download/data-driven-dialogue/>

Looking at Student Work-Team Report

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on Learning

Question Focus (Q1, Q2, Q3, or Q4)

Q2, Q3, Q4

Protocol Summary

Look at pieces of work that have been aligned with CCSS, analyze QUALITY of student learning and instructional practices. Then, decide on changes to be made to classroom or school. Finally, decide on an action plan to implement changes to be made.

Purpose

To identify quality instructional practices that support quality student learning. So that changes could be made based on those identified instructional practices.

Link: <https://drive.google.com/open?id=0B1stEY-ke0b-cW9ZQ1ZTaHIHaTRzOUV4enpDYIIKWmYtcjZF>

ATLAS: Looking at Data Protocol

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus is on results and collaborative culture

Question Focus (Q1, Q2, Q3, or Q4)

Q2, Q3, Q4

Protocol Summary

Describing data without judgement or interpretation

Then find out what the data suggests - looks at trends/draw any conclusions-did the data really test what you wanted students to learn?

How does this data support teaching and assessment in the future?

Purpose

Did the data really show what the assessment's purpose? Di it assess what you wanted students to learn? How solid was the assessment?

Link: <https://www.schoolreforminitiative.org/download/atlas-looking-at-data/>

Appoint a Devil's Advocate

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Collaborative Culture

Question Focus (Q1, Q2, Q3, or Q4)

Could be any of the questions - depends on what your topic is

Protocol Summary

Appoints one person to raise different points of view without fear of retribution.

Purpose

To provide a safe place for someone to “play devil’s advocate”.

Link: www.thinkingcollaborative.com/wp-content/.../10/Appoint-a-Devil's-Advocate.pdf

Assumptions Wall

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Collaborative Culture

Question Focus (Q1, Q2, Q3, or Q4)

Any depending on the need of the team or students.

Protocol Summary

Identify assumption and discuss the WHY to that outcome. When all voices are heard in a round robin fashion, move forward and create a plan of action. Assume the assumption is an idea.

Purpose

To discuss a multitude of issues around what to teach, how to teach it, and how to assess it. Can be used before planning to determine essential learnings or to problem solve if differing views come up.

Link: <http://www.thinkingcollaborative.com/strategies/>

Circle of Viewpoints Routine

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Collaborative Culture & Focus on Results

Question Focus (Q1, Q2, Q3, or Q4)

Q1- What do we expect students to learn? How will we respond... (Q3 & Q4)

Protocol Summary

Looking at data through a lens outside of your viewpoint. I.e. what would the grade level above or below view your data? Or How would a specialist view this data? How would somebody outside of the building view this data?

Purpose

When would you want to use this? When you want to double check assumptions or for cross-grade level perspectives or self analysis on rigor of standards. Could be used to challenge group think in your PLC.

Link:

http://www.visiblethinkingpz.org/VisibleThinking_html_files/03_ThinkingRoutines/03e_FairnessRoutines/CircleViewpoints/CircleViewpoints_Routine.html

The Art Shack Protocol

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Question Focus (Q1, Q2, Q3, or Q4)

Protocol Summary

Purpose

Link: <https://www.schoolreforminitiative.org/download/art-shack-protocol/>

Tuning Protocol

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on Results

Question Focus (Q1, Q2, Q3, or Q4)

Q3 and Q4

Protocol Summary

Somebody shares an assessment that was created. People ask clarifying questions, time to examine the work, pause to reflect and then give warm and cool feedback. Debrief.

Purpose

It helps teachers design and refine their assessment systems and support higher quality student performance.

Link: <https://schoolreforminitiative.org/doc/tuning.pdf>

Goal Setting Protocol

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Question Focus (Q1, Q2, Q3, or Q4)

Protocol Summary

Purpose

Link: <https://www.schoolreforminitiative.org/download/goal-setting-protocol/>

Forming Ground Rules (Creating Norms)

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Collaborative Culture

Question Focus (Q1, Q2, Q3, or Q4)

Does not apply to our focus

Protocol Summary

Identify individual needs, limit ground rules to 10, and check for consensus.

Purpose

To create norms for working productively in a group, especially related to difficult issues. To clarify expectations and build trust.

Link: https://schoolreforminitiative.org/doc/forming_ground_rules.pdf

Creating Norms

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Collaborative Culture

Question Focus (Q1, Q2, Q3, or Q4)

Protocol Summary

Look at the sample list of norms, give each person a sticky note to describe a thought about their ideal norm, place sticky notes on charts according to category, allow time for discussion, read norms allowed and discuss if teams can agree and uphold these norms, record agreed upon norms and post

Purpose

To develop a set of ground rules for operating PLC groups

Link: <https://learningforward.org/docs/.../learning-system/lis-sum13-creating-norms-tool.pdf>

Unwrapping Template

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on results.

Question Focus (Q1, Q2, Q3, or Q4)

Q1-What do we expect students to learn.

Protocol Summary

Focus on keywords of a standard to identify what students will do with what knowledge or concept and what context.

Purpose

How to unlock a standard to be clear on what students need to know and what they need to be able to do.

Link: <https://docs.google.com/document/d/10LSnUkX5i8rmnAcv70ylhddLPkbi9NtP2T9XKQSDyLY/edit?usp=sharing>

Unpacking

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Focus on Learning

Question Focus (Q1, Q2, Q3, or Q4)

Q1

Protocol Summary

Focus student actions and what students will learn

Purpose

Clear focus on what the standard targets

Link:

Protocol Name

PLC Big Idea Focus (Collaborative Culture, Focus on Learning, Focus on Results)

Question Focus (Q1, Q2, Q3, or Q4)

Protocol Summary

Purpose

Link: We will put this part in for you