Boyd County Public Schools PLC Protocol

***A Commitment to Continuous Improvement and Creating a Focus on Learning***

PLC Protocol Steps:

* **Setting meeting norms** (Read at the beginning of each meeting/Specifically revisit two to three times throughout the school year)
* Determine meeting schedule
* Assigning roles (who will organize the agenda, take minutes, make copies, keep time, help the team stay focused on the agenda, etc.)
* **Create/Review Learning Targets**
* Create/Review curriculum documents & identify strategies/resources for teaching
* **Create team SMART Goals** (both short and long term) using available data
* Discuss how/when SMART Goals will be monitored throughout the school year
* Identify how to **celebrate “wins”**
* Create/review common assessments
* **Analyze data from common assessments** in a timely manner (looking at student work to identify misunderstandings, identifying standards with the least amount of student mastery, targeting specific students who need additional support, etc.)
* Identify gaps and strengths based on data
* **Create timely interventions** for students who have not mastered specific standards
* **Create timely enrichment activities** for students who have mastered the standards assessed
* Use results to **identify strengths and weaknesses in your individual practice** in order to improve the effectiveness of every teacher on the team
* Follow-up/Revisit/Reassess to ensure that interventions have made the appropriate impact
* **Continue the cycle**

If we do these things, we should be able to answer the ***Key Questions of a Professional Learning Community***:

1. What do we expect students to learn?
2. How do we know they are learning it?
3. How do we respond when they do not learn?
4. How do we respond when they have already learned?