

Collaborative Team Actions *SIMPLIFIED* in a PLC at Work A.K.A. “Yellow Sheet”

Tight for 2023-2024 School Year: **Areas in Bold**

Collaborative Team Action	PLC #1 What do we want all students to learn?	PLC #2 How do we know if the students are learning it?	PLC#3 What will we do if the students are not learning it?	PLC#4 What will we do when the students learn it?
Develop team norms that are beyond general professional courtesies				
Write a SMART goal and routinely monitor progress toward meeting it				
Deconstruct the 10-12 essential standards into learning targets				
BEFORE INSTRUCTION OF THE UNIT				
1. Identify and <u>calibrate the team’s understanding</u> of the essential standards that correspond with the upcoming unit <ul style="list-style-type: none"> • What students must know and be able to do to be proficient with the essential standards (success criteria) • The student friendly, “I can” statements for the essential standards 	X			
2. Determine which essential standard(s)/learning targets require a common formative assessment (CFA) during the unit for student and team feedback? Create CFA(s) [2 versions] with administration and scoring agreements	X	X		
3. Create end of unit assessment		X		
4. Tentatively plan for the number of days allocated for teaching the unit	X			
DURING INSTRUCTION OF THE UNIT				
5 Clarify for students the essential standards; have students reflect on their learning	X	X		
6. Analyze CFA data using a data protocol, by <i>student and learning target</i>		X		
7. Identify a team plan to address the results of the CFA			X	X
8. Collectively respond with intervention and extension for the learning target(s) with Tier 1 and Tier 2 instruction			X	X
AFTER INSTRUCTION OF THE COMPLETE UNIT				
9. Analyze end of unit assessment and determine next steps for Tier 1 and Tier 2 instruction		X	X	X
10. Have students reflect and set continued learning goals	X	X		