**PLC Self-Assessment: RAP Sheet**

Start with the first step and rate your PLC’s progress on a scale of 0-2:

 0: Not started

 1: In-progress

 2: Established

**Step 1: Team Building \_\_\_\_\_**

**Step 2: Norms**

\_\_\_\_\_\_ We have identified team norms and protocols to guide us in working together.

\_\_\_\_\_\_ Norms are stated as commitments to act or behave in certain ways rather than beliefs.

\_\_\_\_\_\_ We have a system in place if norms are not followed.

\_\_\_\_\_\_ All of these characteristics are addressed somewhere in our norms: Time, Listening, Confidentiality, Decision Making, Participation, Expectations.

\_\_\_\_\_\_ We have discussed how to establish fair and equitable roles within our PLC.

**\*\* If your team scored less than “2” on any indicator above, then this is where you should begin your PLC work. \*\***

**Step 3: Knowledge of Standards**

\_\_\_\_\_\_ We understand the essential learning in the grade level before and after, and we use this knowledge to guide instruction.

\_\_\_\_\_\_ Each member of our team is clear on the knowledge, skills, and essential learning that students will gain by the end of the grade, and which standards to focus on each Marking Period/Trimester to attain proficiency.

**\*\* If your team scored less than “2” on any indicator above, then this is where you should begin your PLC work. \*\***

**Step 4: Unpacking the Standards (Essential Standards)**

**\_\_\_\_\_** We have unpacked the standards for each Marking Period/Trimester to identify skills, essential questions, objectives, and learning activities.

\_\_\_\_\_\_ We have developed strategies and systems to assist students in acquiring prerequisite knowledge and skills when they are lacking in those areas.

\_\_\_\_\_\_ We have identified the prerequisite knowledge and skills students need in order to master the essential learning of each unit of instruction.

\_\_\_\_\_\_ We have aligned the essential learning with state standards and assessments required of our students.

\_\_\_\_\_\_ We have agreed on how to best sequence the content of the course and have established pacing guides to help students achieve the intended essential learning.

**\*\* If your team scored less than “2” on any indicator above, then this is where you should begin your PLC work. \*\***

**Step 5: Common Assessments**

\_\_\_\_\_\_ We have developed frequent common formative assessments that help us to determine each student’s mastery of essential learning.

\_\_\_\_\_\_ We have determined the qualitative/quantitative baseline we want each student to achieve on each skill and concept examined with our common assessments.

\_\_\_\_\_\_ We have agreed on the criteria we will use in analyzing the quality of student work (rubric) related to the essential learning of our course, and we continually practice applying those criteria to ensure we are consistent.

\_\_\_\_\_\_ We have developed or utilized common summative assessments that help us assess the strengths and weaknesses of our program.

\_\_\_\_\_\_ We have established the proficiency standard we want each student to achieve on each skill and concept examined with our summative assessments.

**\*\* If your team scored less than “2” on any indicator above, then this is where you should begin your PLC work. \*\***

**Step 6: Data Analysis**

\_\_\_\_\_\_ We use the results of our common assessments to assist each other in building on strengths and addressing weaknesses as part of an ongoing process of continuous improvement designed to help students achieve at higher levels.

\_\_\_\_\_\_We use the results of our common assessments to identify students who need additional time and support to master essential learning, and we work within the systems and processes of the school to ensure they receive that support.

\_\_\_\_\_\_ We have analyzed student achievement data and established SMART goals to improve upon this level of achievement we are working interdependently to attain.

**\*\* If your team scored less than “2” on any indicator above, then this is where you should begin your PLC work. \*\***

**Step 7: Revisit/Revise**