

and commits

Roles: The *ACTIVE* participant listens, questions, contributes,

# Active Participant

Active Participant – Active Participant

## Norms created and followed by PLC/Achievement Teams

**Pause** – Take a breather between speakers to digest what they have said.

**Paraphrase** – rephrase for clarification “So what I understand is...” “So as you are saying...”

**Probe** – Increases the clarity and precision of our team!  
“Tell me more” “How does that work?” “I’m curious about...”

**Place Ideas on the Table** – Suggestions, not demands. “Here is a thought I have...” “One thing I think we could do is...”

**Pay attention to self and others** – What is your body language saying? Help your team be successful through knowing each colleague’s strengths that they bring to the table!

**Presume Positive Intentions** – Assume positivity with teammates and children. Your teammates are advocates for these students...just like YOU!

**Put inquiry at the center** - Explore every option. Listen first then talk.

**Prompt** – Data electronically turned in by specified time

**Be Prepared** – Show respect through being on time to the meeting, having reviewed the data previously, having come to the meeting withal materials needed, and keeping phones out of sight.

**Pinpoint true possibilities** – Identify labels as a characteristic, not as an excuse. Ex) *We don’t want to say: “He’s an ELL student so this is why...”*

Active Participant – Active Participant

it with team members.

Role: Prepares any data files and shares

# Data Tech

## Norms!created!and!followed!by PLC/Achievement Teams

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agenda and facilitates the meeting

Role: Team Leader who creates the

# Facilitator

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verbalizes when conversations stray from task  
Role: Reminds members of tasks and purposes at hand;

# Focus Monitor

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Achievement Team leader and colleagues

Role: Takes minutes, distributes minutes to

# Recorder

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group of time frames during the meeting to keep us moving  
Role: Follows time frames from the agenda, verbally informs

# Time Keeper

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