

**PROFESSIONAL LEARNING COMMUNITIES (PLC)
PROCEDURES
2010 – 2011**

Purpose: To participate in a PLC.

Goal: To enhance collaboration, reflection, and learning through participation in a PLC.

Definition: A PLC is a group of educators who commit themselves to learning and collaborating in order to improve student achievement.

Start Date: PLC members may begin once you plan is approved by your building supervisor.

End Date: Completed binders are due to your building supervisor by **April 29, 2011**.

Who: All High School Teachers

Procedures:

1. Form a group of educators interested in participating in a PLC.
2. Decide which type of PLC your team will conduct.
3. Develop a specific plan for your PLC.
4. Fill out a PLC approval form in its entirety, making sure all PLC members have printed their names on the form. Designate a head contact.
5. Submit the PLC approval form to your supervisor for approval no later than **June 4th**. Only one approval form is needed per PLC.
6. Your supervisor will return approved proposals to the head contact, no later than **June 11th**. All proposals requiring revisions should be resubmitted by **June 18th**.
7. PLC members will meet during professional development days throughout the 2010-2011 school years. Volunteers will present their projects on **April 20th**, the final professional development day.
8. Keep copies of all logs and materials produced in the PLC in a binder. Keep one binder per PLC. Submit one PLC binder to your supervisor by **April 29, 2011**. The materials in the binder must include the following:
 - a. The PLC Approval Form
 - b. The PLC Time Log (one per PLC member)
 - c. Materials created during the PLC
 - d. A written reflection and summary on what the team learned