

**Distance Learning Pod
PLC Conversation Template**

Rationale: Due to the unique nature of a distance learning, PLC meetings will require different talking points. A sample conversation template is below:

Team Members Present:

Celebrations	
Needs	

What do our students need to know and be able to do? Planning	
1. What is the focus of this week's lesson? What are our desired outcomes?	
2. Do our students have prior knowledge? What gaps in learning will we need to address?	
3. How should we deliver our instruction to best meet the needs of students in an online format? What synchronous or asynchronous instruction should we plan for?	
4. What online resources will we use to supplement our instruction?	

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How will we know when they have learned it? Assessment	
1. What type of engagement are we seeing? <ol style="list-style-type: none"> a. Who is not logging into Canvas? b. Who is logging into Canvas but not submitting assignments? 	
2. How will we determine when students have mastered a standard?	
3. What type of assessment (formative/summative quiz, project, writing assignment, etc.) will help students best demonstrate proficiency on this unit?	

Students' Names

Far Below Standards	Approaching Standards	Meeting and Exceeding Standards
% of Class -	% of Class -	% of Class -

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How will we respond when students are not learning? Intervention	
1. What barriers are there to learning? Are there connectivity issues? Are students experiencing distance learning problems that need troubleshooting?	
2. Which teacher will be responsible for students in far below standard category? Which interventions will we use to reach these students?	
3. Are there online resources available for help?	

How will we respond when students already know it? Acceleration	
1. Which teacher will be responsible for students in the meeting and exceeding standard category? How will we extend learning for this lesson?	
2. Are there online resources that help extend learning on this topic?	