

# **Torrance Teachers Association Elementary Professional Learning Community (PLC) Guidelines**

*The purpose of PLC is to increase elementary students' achievement by creating collaborative school cultures that are focused upon student learning. To that end, a joint effort of teachers and administrators will meet success in our efforts. The following is taken directly from the dialogue between TTA and TUSD regarding PLC.*

The four driving ideals behind the PLC (Professional Learning Communities) are simple and subscribe to the following:

Activities should be teacher driven. *Although not administratively exclusive, PLC time should not be administratively prescriptive and should not supplant or be specifically used as professional development or a staff meeting. PLC is collaboration time.*

Student achievement focused. *A schools PLC mission/plan should be aimed at rising student achievement in the identified area(s) academic of need.*

Tangible outcomes and evidence. *It is important to periodically and ultimately reflect, evaluate, and if need be mortify, the mission/plan and/or strategies used during the year. Having actual (documentation) evidence that a staff can analyze is critical to this end.*

Allow 1 PLC day a month to do an optional activity. *The rational behind this comes from the idea that a staff may need time to do professional activities related to, but not necessarily a direct part of, the school's mission/plan for PLC.*

Optional activities that may occur one time a month during PLC days.

- Parent Conferences
- Retention/Promotion Conferences
- Lesson planning in conjunction with explicit PLC goals
- STAR testing training and discussion
- Reading and discussing educational articles
- Tier I Student Success Team meeting (RtI)
- ITDP writing and revisiting

PLC time should not be used for:

- Leaving campus without administrative approval
- Personal calls, appointments or errands
- Individual lesson planning or grading

Classroom preparation, cleaning, bulletin boards

IEP meetings

Making copies, laminating, punching, etc.