

## Tool 2 Protocols

Protocols are detailed processes to be followed to get certain tasks accomplished. For example, you might follow a protocol at each of your meetings that includes reviewing the norms first, then working through the agenda, and then closing the meeting with some kind of small celebration or with a statement of appreciation for each other.

### EXAMPLES

Protocol for making a decision in a meeting:

1. The topic or problem will be presented.
2. Each person will silently brainstorm a list of possible solutions.
3. Teacher A will share his/her top three ideas.
4. Teacher B will share his/her top three ideas (if different from Teacher A).
5. We will narrow the list to two alternatives.
6. Pros and cons will be generated for each alternative.
7. We will agree on which alternative we will use.
8. If we are not able to agree, we will “sleep on it” and meet again the next morning.
9. If we are still not able to agree, we will ask the instructional coach to be our tiebreaker. We will agree to enact the solution the instructional coach selects from our two alternatives.

Protocol for examining student work together:

1. We will each come prepared with student work samples sorted into low, medium, and high (not meeting standard, close to meeting standard, and meeting/exceeding standard).
2. Teacher A will begin by presenting a work sample that meets or exceeds the standard and will describe why. Teacher B will ask clarifying questions but will refrain from presenting his/her own opinions.
3. Teacher B will do the same process as in #2.
4. We will compare to ensure we agree that the two work samples meet or exceed the standard.
5. Teacher A will present a work sample that is close to meeting the standard and will describe why. Teacher B will ask clarifying questions but will refrain from presenting his/her own opinions.
6. Teacher B will do the same process as in #5.
7. The process will continue in this fashion for forty-five minutes.
8. For the last fifteen minutes of the meeting, we will plan next steps based on what we learned during the examination of the work.



This resource can be found at <http://resources.corwin.com/coteachersplaybook>

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