Student Staffing Protocol

Description
The goal of this protocol is to reflect upon a specific student and create an action plan to further assist that student in developing academically and/or socially. After discussing the student’s strengths, the protocol will include “what?/so what?/now what?” The presenter will come to the meeting prepared with a particular focus area regarding the student. Ideally the student and a parent/guardian will participate.

If the student could benefit from support staff attending (English Language Learners, Talented and Gifted, Special Education, counselors, etc.), the presenting teacher should notify that staff member(s) in advance so they may participate in the protocol. A documentation form follows this protocol.

Process
1. **Observations of what the student does well** (2 rounds, 5 minutes)
   Each participant makes an observation illustrating the student’s strengths — focusing on “what it looks like.”

2. **Presenter describes a focus area** (5 minutes)
   The presenter describes a specific student issue that could benefit from an action plan. Again, the presenter should focus on “what it looks like.”

3. **Group reflection of focus area** (10 minutes)
   The group has a conversation to further understand the focus area.

4. **Action plan is crafted** (10 minutes)
   The presenter develops and documents an action plan with the group’s help.

5. **Debrief** (1 round)
   - How well did this process serve our goal to develop a support plan for this student?
   - What could be done differently next time?
Student Staffing Protocol
Staffing Form

Student Staffing for ___________________________  Date ________________

People present: ______________________________________________________

Student strengths:

Focus area:

Discussions notes:

Action plan:

Follow up:
   (include date)

Protocols are most powerful and effective when used within an ongoing professional learning community such as a Critical Friends Group® and facilitated by a skilled coach. To learn more about professional learning communities and seminars for new or experienced coaches, please visit the National School Reform Faculty website at www.nsrfharmony.org.