



# Student Staffing Protocol

---

*Developed by Dianne Leahy.*

## **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)