

Expectations for Participants

Here is a list of expectations that you can adapt.

Participants are expected to:

- Complete **modules**.
- Participate in one **Kick-Off Session** and **PLC sessions**.
- Complete **online sessions** to build knowledge of the recommendations.
- Implement **instructional routines** with students and share experiences at PLC sessions. (Modules 1–4 each have one routine.)
- Uphold the **norms** for the PD course and be an active member of the PLC group.

Example Norms

At PLC sessions, we will:

- Engage in the activities, contribute ideas, and ask questions.
- Support each other's learning and use of the strategies.
- Look for and build upon strengths.
- Stay focused and use our time productively.

Certificate of Completion for PD Hours: Participants will earn a **Certificate for PD hours** by completing the six modules.

Attendance and Make-Up Policies: [Add your policies. See questions and ideas below.]

For Leaders: Questions for Planning Attendance Policies

1. What should participants do if they are unable to attend a PLC session? Who should they contact?
2. Will you provide any options for making up PLC sessions? *Here are ideas to consider:*
 - If the course has more than one PLC group, ask the participant to attend another PLC group's session on a different day.
 - Ask the participant to meet with a PLC group member to get an overview of what they missed.
 - Hold a make-up session if several participants are absent.
 - Record virtual sessions so they can be available for viewing by participants who are absent.