

Co- PLANNING Action Plan

Planning Elements	Guiding Questions	What This will Look Like
Time and Place	<ul style="list-style-type: none"> • When will we plan together? (days of the week, time) • Where will we meet to plan? • How will we use our time effectively and efficiently? 	
Documenting	<ul style="list-style-type: none"> • How will we document our decisions and lessons for us all to see and use? • What lesson planning template or format will we use? 	
Purpose	<ul style="list-style-type: none"> • How will we determine the focus for the lesson? • How will we use standards and to establish a CLEAR PURPOSE for each lesson? • How will we post this purpose in our classrooms so that both students and adults understand the purpose? 	
Learning Activities	<ul style="list-style-type: none"> • How will we decide on the learning activities and teaching strategies you will use? • How will we plan for grouping and movement of students to meet all students' needs? 	
Individual Students	<ul style="list-style-type: none"> • How will we plan to keep the individual learning styles and multiple intelligences of our students in mind? • How will be sure to differentiate to meet individual student needs? 	
Resources	<ul style="list-style-type: none"> • How will we share and use our resources during planning? (materials, technology, supplies) 	
Logistics	<ul style="list-style-type: none"> • How will we set up our classrooms so we each have our own "place" for our belongings? • How will we plan on how to collaboratively set up for a lesson? (equipment, materials, tables, etc.) • How will we plan on the clean-up of a lesson and transition? 	

Co-TEACHING Action Plan

Teaching Elements	Guiding Questions	What This Will Look Like for Us
Parity in the Classroom	<ul style="list-style-type: none"> • How do you determine where each teacher will be and what they'll be doing during the instruction? • How will you show that you are all teaching all students in the classroom equally? 	
Help	<ul style="list-style-type: none"> • How will you determine how you will help students during the lesson? 	
Instructional Routines	<ul style="list-style-type: none"> • Which teaching routines will you share as a team? 	
Content	<ul style="list-style-type: none"> • In what ways can we vary the content to meet learner needs and still meet our grade level expectations and standards? 	
Process	<ul style="list-style-type: none"> • Knowing that our students have unique learning styles and learning needs, how can we vary the way we present new learning to students and engage them to meet individual needs? 	
Product	<ul style="list-style-type: none"> • How can we vary the way students show us their understanding and skills to meet their individual needs? 	
Technology	<ul style="list-style-type: none"> • How will share your roles using technology during instruction? 	
Teaching Styles	<ul style="list-style-type: none"> • How will we use our own teaching styles in ways to benefit all of our students? • What strengths do each of us bring? 	

Co-MANAGING Action Plan

Follow your lesson plan template to sort out the roles of each teacher during different facets of the lesson.

Elements of Classroom Management	Guiding Questions	What This Will Look Like for Us
Classroom Climate	<ul style="list-style-type: none"> • What type of classroom climate will your team promote? • How will you establish and maintain a positive classroom climate? 	
Routines	<ul style="list-style-type: none"> • How will you collaboratively determine classroom routines and procedures that you follow consistently? • How will you communicate these routines and procedures to all students? • How will you communicate behavior expectations to students and their parents? 	
Consequences	<ul style="list-style-type: none"> • What is your team’s philosophy about managing student behavior while promoting a positive learning environment? • How will you collaboratively decide the various consequences for student behaviors and how you will follow through with students? • How will you communicate behavior consequences to parents? 	
Feedback	<ul style="list-style-type: none"> • How will you plan to provide constructive feedback to students about their behavior? • How will you monitor and share students’ progress in managing their behavior in the classroom? 	

Co-ASSESSING Action Plan

Assessment Elements	Guiding Questions	What This Will Look Like for Us
System Assessments	<ul style="list-style-type: none"> • How will your team administer district-required assessments? • How will you know which accommodations and modifications can be made for certain students? 	
Daily Assessments	<ul style="list-style-type: none"> • How will your team share the roles and responsibilities of daily assessing and checking for understanding? • What will your team do when students do not do well on daily assessments? 	
Feedback to Students	<ul style="list-style-type: none"> • How will you plan to give feedback to students about their daily work? 	
Feedback to Parents	<ul style="list-style-type: none"> • How will your team communicate to parents about their child's daily work and achievement? 	
Documenting and Analyzing Data	<ul style="list-style-type: none"> • How will your team keep track of student assessment data? • How will you collaboratively analyze daily and periodic assessment results? • How will you adjust instruction based on assessment results? 	
Grading	<ul style="list-style-type: none"> • How will you determine the criteria for grading? • What will the roles and responsibilities be for grading all of the students? 	