**Reflective Protocol for Mathematics Meetings to Improve Student Achievement:**

**Focus on the Five Practices And The 8 CCSS Mathematical Practices**

**USE THE FOLLOWING PROTOCOL TO FOCUS PRIME AFTER SCHOOL MEETINGS. SUMMARIZE THE MEETING USING THE MEETING STEPS BELOW AND SUBMIT ALONG WITH THE AFTER SCHOOL MEETING SIGN-IN FORM.**

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| 1. **Reflect on classroom results from implementation of the last meeting’s plan. (For the first meeting, start with Step 2)**
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| 1. **Identify an improvement goal based on an analysis of student work.**
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| 1. **Formulate a clear objective for the common student need the team identified. This may be a further modification of the previous plan.**
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| 1. **Identify and plan a mathematics task to address the common need and possible measures to gain insight into student learning.**
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| 1. **After the team meeting, try the team’s instructional task in the classroom and note students’ response.**
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