**Teacher Progress Monitoring and Messaging on Connector**

**\*This is always your priority and primary responsibility as a Teacher**

**7.1.18**

Teacher please be sure to communicate with each other about students twice weekly in the 3:30 pm meeting. Teachers, paras, site facilitators and tutors can easily coordinate with you using the connector to log student academic needs. Remember to enlist help when a student is behind or needs services. As a teacher you are their prime academic contact and parents/students rely on you to help communicate class expectations and progress. staff members. Phone and email are essential communication tools but you must log these communications on the connector.

The teachers must CCC (Connector-Call-Connector) twice weekly in order to progress monitor with fidelity and communicate specific academic needs. This is Not a general group message. Group messages are important but the daily messages are meant to be specific and targeted to the parent as a reader as well as the student. To be effective in your message you must use the **CONNECTOR-CALL-CONNECTOR** methodology.

1. **Connector** to review and assess student progress and needs.
2. **Call** to communicate daily progress with parents in a positive manner. Praise students’ accomplishments then ask for any remediation needed. End all calls in a positive manner.
3. **Connector** to log call topics discussed and outcomes. This allows for Site facilitators to see your logs

The Teachers primary role is to facilitate student academic success. Communication with all stakeholders including tutors, site facilitators, parents, and students is required as teacher employed by EOF. This may also include Sped Department or Administrator if needed. Progress monitoring is the only way to do this. A Site Teacher message to a student with mixed academic out comes should read like the following:

CONNECTOR: Review and Assess Progress – Individualized Message

Example 1

 "Jacob I see you are doing quite well my American History class. You are at required progress level and your score is 87% so far. Contact me if you need any help.”

Example 2

 “Paul need to address your lack of progress in my Alg 2a class. Your grade is currently 82% but you progress is very far behind in progress. You only have 12 days to complete this class prior to potentially being dropped with an incomplete. Please come in to the learning center so we can help you get back on task. This will require approximately 25 hours of work over the next 12 days. I am here to help you. We are all here to help you Graduate and assist in finishing your class. Thank you.”

CALL: Create an Educational Partnership with Parents

Call to parent is the next step to go over the message that you sent to student. Be kind and curious at all times and say as many positive things about the student as you can. Make sure they remember how to view messages and progress on connector. Thank the parent for their involvement multiple times and always be helpful.

CONNECTOR: Follow-up Message

After call you would post on connector a message like the following:

Example 1.

“Called Mom she said she will have Jacob in LC in morning and he will test on Tuesday for Final.”

Example 2.

“Paul will call me on Wed at 4pm to finish a math help worksheet on Study Island. Tutor Brown will also assist on Thursday at 2pm.”

 This process gets easier and faster once you have done your first three weeks of CONNECTOR-CALL-CONNECTOR for all students daily. Most of our Teacher finish in 2-3 minutes per student. Keep your connector window open so that you can type while on phone.

Sincerely,

Steve Durand

Chief Administrator