**Small Schools (Under 125 Students)**

**Teacher/Facilitator Progress Monitoring and Messaging on Connector**

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

**12.13.18**

Teacher/Facilitator please be sure to communicate with each other about students twice weekly in the staff meeting. Teachers, paras, 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/facilitator 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) daily 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.

(As employee you will be scored for this area 0-10 points per student. 2 points per day)

1. **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. (As an employee you will be scored in this area 0-10 points per student. 2 points per day)
2. **Connector** to log call topics discussed and outcomes. This allows for Site facilitators to see your logs. (As an employee you will be scored for this area 0-10 points. 2 points per day)

**Administrator will review and score your work daily. 0-30pts per student.**

 **EX1: Student 1 M-F**

**(M2+Tues2+Wed0+Thurs2+Friday2=8) + (M2+Tues2+Wed0+Thurs0+Friday2=6) + (M2+Tues2+Wed2+Thurs2+Friday2=10)**

**Score for week for that Student 8-6-10.**

**If these were your only two students, you would have a score of 8+6+10=24 for first student and 10+8+8=26 for second student. Average all scores 50pts out of 60points. 83% score. You need above 80% to not be selected for a corrective action plan.**

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 School. 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 courteous 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 Teachers finish in 2-3 minutes per student. Keep your connector window open so that you can type while on phone. Create word document or note pad to copy widely used remarks so that you can paste and edit instead of full rewrites daily. This will require an extensive list to copy from based on student needs.

Sincerely,

Steve Durand

Executive Director