

Literacy Check Ins Guide

Norms

- Avoid the blame game, brief run down of procedures, time frame, the data you are looking at, purpose of meeting, where the post meeting snacks are, etc.

Protocol Question Stems:

What has gone well? (Celebrate growth)

- What was different this past month?
- How was student response/participation/motivation different?
- What have you planned to continue this growth?
- Is there a practice/lesson/strategy you are considering discontinuing? Why?

What practices/resources have contributed to your success? (Identify what's working, celebrate/praise and encourage sharing with others)

- It sounds like (strategy) has worked for your students, tell me more about why you think this was successful?
- What are your plans for using (strategy) in future lessons/with different groups/with low/high groups?
- I know (teacher) would love to hear about this strategy, would you contact her/him and share by (specific date)?
- What was your grade level team's reaction to this great (strategy)?

Are there any surprises, good or bad? (Some growth can be a fluke, some with regression, need to look at the big picture, great time to look through and discuss literacy binder contents, and dig deeper into Istation data)

- This is when you could see drastic differences between Istation scores and small group reading levels. Great opportunity to dig deep into how teachers are grouping students.
- What data are you using to group your students?
- How frequently are you updating the information?
- How frequently are students moving from group to group?

What opportunities do you see for growth? (Teacher and students, maybe a resource is needed, maybe a refresher for planning small group reading, might be as simple as a conversation with a student or goal setting with students)

- What do you see as (student) biggest hurdle?
- How long have you been using/trying (strategy) with (student)?
- What results are you seeing in class?

*(*See Professional Learning and Resources to support conversation.)*

What are/have been the obstacles? (Getting to the heart of what the teacher needs?)

- What resources have you found to address (reading deficit)?
- What resources do you need from me?

Next steps?

- Set timelines for completion, discuss possible outcomes from the next steps, ex: I look forward to seeing (student) growth in (specific subject).

Post Meeting:

- Follow up on notes made during meetings, ex. Schedule walkthrough, meet with AP to discuss student behavior, attendance, etc. Counselor might need to meet with students in regards to study skills. Schedule meetings with students to celebrate growth (Congratulations, what did you do differently this time? Looks like that worked well for you, can't wait to see your score go up next month!)