

Checklist for Class Teacher Looping Model – RSSAA

This checklist should be completed for Class Teacher Looping Model Processes. The Carrying Group for each area is responsible for keeping this up to date and forwarding it to the School Administrator in June of each year. The Carrying Group should use the Governance Model to support this checklist. The date of step completion should be listed on the check line.

Name of Teacher: _____

Grade of Teacher at start of this process (4th or 7th): _____

_____A. Year One Spring

- a. Carrying Group meet with the Class Teacher to discuss his or her future plans.

Notes:

_____B. Year Two Fall

- a. Second meeting between the Carrying Group and the Class Teacher to discuss his or her future plans.
- b. If they are interested in changing classrooms (not continuing on with their own class) then opportunities for observations and discussions with relevant faculty and staff are arranged and supported by the Carrying Group.

Notes:

_____C. Year Two late Fall into Winter

- a. Teacher is asked to write a letter of intention to the College of Teachers – this can come in the fall, but is due at the end of Winter Break at the latest

Notes:

_____D. Year Two Winter into Spring

- a. If the teacher is continuing on with his or her class, Carrying Group manages communication with the class parents and ensures that support is in place for the teacher.
- b. If the teacher is choosing to step out of class teaching for one or more years, the Carrying Group manages communication with the other faculty and staff, class parents, community members, supports the teacher in his or her next step, and opens the search for a new teacher.
- c. If the teacher is choosing to loop to a new class the Carrying Group manages communication with the other faculty and staff, class parents, community members, supports the College in the process of choosing the next class for the teacher, and ensures that all necessary steps to prepare for the transition are in place

Notes: