

Cooperating Teacher Memo — Period 3 Debrief Prep

7th Grade ELA · Period 3 · Student teaching placement

TO: Student teacher (Period 3 lead)

FROM: Janet Morales, Cooperating Teacher

DATE: November 14, 2026

RE: Marcus Chen — small group literacy block

Context

Marcus has been off-task three times in the first 12 minutes of small groups — leaving his seat, talking over peers, and not starting the graphic organizer. This is not new; see behavior-log.pdf.

Before you escalate

- Review iep-accommodations.pdf — break card and proximity seating are required supports.
- Follow handbook-excerpt.pdf Level 1 responses before an office referral.
- Keep the other three groups on task — private redirect, not a whole-class call-out.

After the block

We debrief in my room. If behavior continued after accommodations, add a brief entry to the classroom log.

