Dear Families,

Teachers have recently been asked to follow a specific protocol for naming our Class Connect sessions. As you look at the Class Connect sessions on your student’s daily plan you may be looking at the names and wondering, “What in the world?!?” 😊

Here’s a little guide to “reading” the names of the Class Connect sessions. I recommend paying particular attention to the “Session required” component, the “Subject” component, and the “Unit and Lesson Number” components.

Please let me know if you have any questions!

Mrs. Kelly

**Naming Protocol for All Class Connect (CC) Sessions**

Session Requirement_Subject_CourseCode_UnitNumber_LessonNumber:TypeofSession

### SPECIFIC ITEM BREAKDOWN

**Session Requirement**
- REQ – required session
- REC – recommended session
- SE – Special Ed service time

**Subject**
- MTH – Math
- ENG – English, Reading etc.
- WRI – Writing
- SCI – Science
- HIS – History
- ART – Art
- ESL – English as a Second Language

**Course Code examples**
- HELPSESSION (use for office hours, tutor time, etc. when multiple courses invited)
- CALMS165
- LA8F1
- MTH-113AV1-K

**Unit Number examples**
- 1, 2, 3, 4, etc.

**Lesson Number examples**
- 1-4
- 5-10

**Type of Session**
- CC – Class Connect
- SG – Small Group, Tutor Time, Office Hour, individual teaching session
- LC – session for Learning Coaches
- SI – majority of session is about Study Island
- OT- DIBELS testing, student conference without instruction, advisory session without FYP or SEL

**EXAMPLES**

REC_ENG_LA8F1_1_1-5:CC

REQ_TCH_CALMS165_2_6-10:SG

REQ_MTH_MTH-113AV1-K_6_3-6:SI