Central Elementary School, Coosa County RtI Plan

A Step by Step Guide to Implementing the Problem Solving Team Process

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Andi Wilson, Superintendent Kara Forbus, Principal

Problem Solving Team (PST) Procedures

Grade level teams will serve as the PSTs. Resource teachers, specialists, and administrators will be a part of PST teams. PSTs will meet weekly to discuss a fourth of the targeted students so that all students are discussed monthly. Meetings will not be recorded or filmed in order to protect the privacy of students.

Each grade level team will have a PST file box containing student RtI folders, a laminated copy of Form B, and folders of blank copies of each form. The grade level coordinators keep the PST file boxes.

The school PST coordinator will have a PST file box containing copies of Form F collected from PSTs and will submit a yearly report to the central office.

Each grade level will have its own Form F. Form F is best kept as an on-going, cumulative, digital spreadsheet. Each time a student is discussed, a line is added. For example, if Johnny is discussed 8 times, he will have 8 lines, one under the other. This will allow for easy tracking of movement with Johnny. A hardcopy should be used to document attendance. The digital Form F can be emailed/printed for the school PST coordinator.

A copy of <u>Learning Intervention Manual</u> will be available for checkout from the PST coordinator for use in PST meetings. This book contains hundreds of research-based interventions and strategies.

Tier I

Classroom Teacher

Tier I provides ALL students with

- a research-based core instruction,
- high quality explicit instruction (I, We, You)
- consistent opportunities for active engagement
- prevention/early intervention, and
- universal screening each year.
 - Classroom teacher provides differentiated instruction through whole-group, small-group, and individualized core curriculum.
 - Classroom teacher implements research-based instructional strategies in conjunction with core curriculum. (Refer to Suggested Learning Intervention Strategies Form B)
 - If the student demonstrates success, continue to implement strategies within the classroom to support student achievement.
 - If the student does **not** demonstrate success
 - implement reteaching,
 - provide additional assistance, or
 - \circ consider referring student to the PST for Tier II.

Tier II

Classroom Teacher with Guidance from the Problem Solving Team (PST)

Tier II instruction

- is additional small-group (3-5 students) instruction in the classroom that takes place daily for a minimum of 30 minutes;
- is explicit, differentiated, diagnostic, and targeted;
- involves research-based intervention strategies for targeted skill/area;
- is intense and provides more opportunities to practice the area of focus; and
- includes weekly progress monitoring of the targeted skill/behavior.

Each student discussed in a PST meeting will have

- a RtI folder in the grade-level PST file box,
- an observable and measureable goal,
- a calculated Rate of Improvement (ROI), and
- a graph displaying the aim line and trend line.

Each Tier II student will participate in diagnostic assessment and will be discussed in a PST meeting each month.

For New Referrals

Before PST Meeting:

- Complete **Part I of Form A**.
- Gather relevant work samples and/or behavioral documentation.

During PST Meeting:

- Discuss referral(s).
- Complete **Part II of Form A** and start a RtI folder to be kept in the grade-level PST file box.
- Complete parent letter (**Form D**) and place a copy of it in the RtI folder.
- Distribute Form C to the referring teacher.

After PST Meeting:

- Send home parent letter (**Form D**). The returned/signed parent letter should be placed in the RtI folder.
- Complete vision and hearing screening (school nurse) and document results on Form A.
- Begin Tier II instruction and document daily on **Form C**.

For Continuing Interventions/Follow-up PST Meetings

- Examine progress monitoring data, trend line charts, and ROI.
 - If the student demonstrates success, continue to implement strategies which support student achievement and document the continuance on **Part III of Form A**.
 - o If the student does **not** demonstrate success
 - the PST will provide at least 2 research-based strategies (Form B) to help improve the child's deficit area and document strategies and/or changes in plan on **Part III of Form A**;
 - increase time and/or frequency of intervention and document changes in plan on Part III of Form A;
 - reduce the size of the group and document changes in plan on Part III of Form A; or

- after at least 8 weeks of various interventions, consider moving student to Tier III.
- Complete Monthly Student Progress Report (**Form E**) and make two copies to send home--one for parents to sign/return to the teacher and one for them to keep for their records. Place the original form in the RtI folder.

Tier III

Highly Skilled/Trained Interventionist

Tier III instruction

- is pull-out instruction in a smaller group (1-3 students) that takes place daily for a minimum of 60 minutes;
- is more explicit, differentiated, diagnostic, and targeted;
- is systematic and uses a research-based intervention program and strategies;
- is more intense and provides even more opportunities to practice the area of focus; and
- includes weekly progress monitoring of the targeted skill/behavior.

For Continuing Interventions/Follow-up PST Meetings

- Examine progress monitoring data, trend line charts, and ROI.
 - If the student demonstrates success, continue to implement strategies which support student achievement and document the continuance on **Part III of Form A**.
 - If the student does **not** demonstrate success
 - the PST will provide at least 2 research-based strategies (Form B) to help improve the child's deficit area and document strategies and/or changes in plan on **Part III of Form A**;
 - increase time and/or frequency of intervention and document changes in plan on Part III of Form A;
 - reduce the size of the group and document changes in plan on Part III of Form A;
 - change intervention programs and document changes in plan on Part III of Form A; or
 - after at least 8 weeks of various strategies and intervention programs, consider referring student for SPED testing.
- Complete Monthly Student Progress Report (**Form E**) and make two copies to send home---one for parents to sign/return to the teacher and one for them to keep for their records. Place the original form in the RtI folder.

PST Referral and Intervention Plan

Part I: Student's Name:	Date of Birth:
Teacher: Grad	le: Date of Referral:
 <u>Area(s) of Concern</u> () Mathematics Procedures () Mathematics Problem Solving/Reasoning () Behavior 	 () Word-level Reading Skills g () Reading Comprehension
Attendance Previous Year Days Absent Has this child been retained before? () Yes	Current Year Days Absent () No If yes, what grade?
Current Grades Reading Math Language Arts Science	Vision Screening: Pass Fail Hearing Screening: Pass Fail Health Concerns:
Social Studies	
<u>behavior).</u> Reading Test Data	rtain to the area of concern (reading, math, or PSFNWFORFRTF
Core Program Baseline Score:	District Benchmark Score:
Current Unit Assessment: Unit #/Score	Standardized State Test/Score:
Global Scholar:	Other:
Math Test Data Fluency:	
Standardized State Test/Score:	Global Scholar:
PNOA Notes:	
Behavior Data # of Office Referrals:	# of Bus Incidents:
Description of behavior:	

Part II: Initial Tier II Intervention Plan

Area(s) to be Targeted

- () Mathematics Computation
- () Mathematics Problem Solving/Reasoning
- () Behavior

Proposed Intervention

Targeted Skill/Behavior:

Research Based Intervention Program: Reading Street, Go Math, Investigations, Second Step,

Other____

Frequency of Intervention:	_ times per week	Start Date for Intervention:
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Weekly Progress Monitoring Tool:

Observable, Measureable	e End-of-Year	Goal with F	Rate of Improvemen	t (ROI) included:
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How to Calculate ROI: Subtract baseline data from the GOAL to get needed GROWTH. Divide *the GROWTH by the # of available weeks of intervention.*

Area(s) to be Targeted

- () Mathematics Computation
- () Mathematics Problem Solving/Reasoning () Reading Word Level Skills
- () Reading Comprehension

() Behavior

Proposed Intervention (*This section is for use when there is more than one targeted area.*) Targeted Skill/Behavior:

Research Based Intervention Program: Reading Street, Go Math, Investigations, Second Step,

Other

Frequency of Intervention:	times per week	Start Date for Intervention:	
i requency of microention.	times per week	Start Date for intervention.	

Weekly Progress Monitoring Tool: _____

Observable, Measureable End-of-Year Goal with Rate of Improvement (ROI) included:

- () Reading Comprehension
- () Reading Word Level Skills

Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N [] Tier II [] Tier III [] Early Reading Intervention [] Go Math! [] Investigations [] ABE [] Other
Decisions/Movement/Comments:	
Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N [] Tier II [] Tier III [] Early Reading Intervention [] Go Math! [] Investigations [] ABE [] Other
Decisions/Movement/Comments:	
Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N [] Tier II [] Tier III [] Early Reading Intervention [] Go Math! [] Investigations [] ABE [] Other
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Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N [] Tier II [] Tier III [] Early Reading Intervention [] Go Math! [] Investigations [] ABE [] Other
Decisions/Movement/Comments:	

Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N []Early Reading Intervention []Go Math!		[[] Tier III E [] Other
Decisions/Movement/Comments:			
Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N []Early Reading Intervention []Go Math!		[] Tier III E [] Other
Decisions/Movement/Comments:			
Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N []Early Reading Intervention []Go Math!		[] Tier III E [] Other
Decisions/Movement/Comments:			
Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N []Early Reading Intervention []Go Math!	[] Tier I [] Investigations [] ABI	
Decisions/Movement/Comments:			
Date: Intervention Materials: [] Reading Street Strategies to Implement:	ROI Goal Met: Y or N []Early Reading Intervention []Go Math!	[] Tier I. [] Investigations [] ABI	
Decisions/Movement/Comments:			

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Decisions/Movement/Comments:			

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FORM B

LEARNING IN	TERVENTION STRATEGIES	
Teach Fix-Up Strategies	Advance Organizers	After Learning Strategies – See** in Resource Section
Make A Connection Between Text, Life, Or		
World	Expository Advance Organizers	Graphic Organizers
Make A Prediction	Narrative Advance Organizers	Quadrant Cards
Stop And Think About What You Read	Skimming	Exit Cards
Ask Yourself A Question And Try To Answer It	Graphic Advance Organizers	Graffiti
Deflect In Writing On What You Have Boad	Before Learning Strategies- See ** in Resource Section	Facts In Five
Reflect In Writing On What You Have Read Visualize	Semantic Map	Gist
Retell What You Have Read	Corners	Save The Last Word For Me
Reread	Frame Of Reference	Discussion Web
Notice Patterns In Text Structure	ABC Brainstorm	Paired Summarizing
Adjust Reading Rate: Speed Up Or Slow Down	Five Word Prediction	Journal Responses
Reinforcing Effort	Snowball Fight	Bio Poems
Feaching About Effort	Table Talk	One-Pager
Keeping Track Of Effort And Achievement	Pre-Reading Plan	1-3-6
Providing Recognition	Word Splash	Vocabulary Bingo
Personalizing Recognition	Quick Write	Frayer Model For Vocabulary
Pause, Prompt And Praise	Vocabulary Knowledge Rating	Create Character Map
Concrete Symbols Of Recognition	Anticipation Guide	Summarizing
Homework (Must Be Monitored)	K-W-L Chart	Fluency
Establish And Communicate Homework Policy	Graphic Organizers	Focused Practice
Clearly Articulate Purpose And Outcome	Jigsaw	Fractured Fairy Tales
Feacher should Provide Students with Feedback	Study Guides	Choral Reading
Practice	Think Aloud Or Modeling	Reading Buddies
Charting Accuracy And Speed	Reciprocal Teaching	Repeated Readings Of A Single Text
Focus On Specific Elements Of A Complex	During Learning Strategies – See ** in	
Skill/Process	Resource Section	Echo Reading
Increase Conceptual Understanding Of		Model and Practice Expression, Phrasing, Chunking
Skill/Process	Chunking The Text	And Speed
Physical Models	Read, Write, Talk	Vocabulary
Mental Pictures	Margin Notes	Living/Active Word Wall
Drawing Pictures And Pictographs	Marking/Coding The Text	Word Family Charts
Engage In Kinesthetic Activity	Key Words	Word Banks For Writing
Cooperative Learning	Hotrod	Draw A Word
Use Variety Of Criteria For Grouping Students	Jot Chart	Illustrate Vocabulary
nformal, Formal And Base Groups	Insert	Content Vocabulary Definition Chart
Managing Group Size	Mega Listeners	Cloze Passage
	Think-Pair-Share Or Think-Pair-Square	List-Group-Label
Setting Objectives	Magnet Summary	Context Clues
Specific But Flexible Goals	Turn And Talk	Highlight New Words
Contracts	Say Something	Word Webs
Feedback	Read Around The Text	Comprehension
Criterion-Referenced Feedback	3-2-1	Make Predictions
Feedback For Specific Types Of Knowledge		
And Skill	Text Highlighting	Activate Prior Knowledge
Student-Led Feedback	Partner Reading	Somebody Wanted-But So
	Double Entry Diaries (What The Text Says	
Cues And Questions	And What I Think)	It Says, I Say
Questions That Elicit Inferences	T-Chart	Blooms Taxonomy Questioning
Analytic Questions		Note Taking (Teacher Prepared, Format,
Higher Order Thinking Questioning	Readers' Theater	Combination)
Resources:	Intervention Strategies Guide	** <u>Literacy Strategies</u>
Classroom Instruction That Works	(Lujan) Small Purple Flip Book	(Compiled by C & I through ARI)
Marzano, Pickering & Pollock)		Found on the Elmore County Website C&I Downloads
item Strateire for Carl 4.12	Comprehension Tool Kit	Master Instructional Strategies
Literacy Stratgies for Grades 4-12	L Dood It, Dut I Dars't Cat It	(Lujan) Large Red Flip Book
(Tankersley)	<u>I Read It, But I Don't Get It</u> (Trovani)	(Enjur) Eurge rear in Book
*Learning Intervention Manual	(110 valit)	Strategies That Work
*Learning Intervention Manual (House) Hawthorne Ed. Ser.	11	<u>Strategies That Work</u> (Harvey and Goudvis)

Notes: This list is not all inclusive and some strategies are not applicable to all grade levels. Many other strategies may be utilized. Most strategies are designed for all content areas. *Hundreds of strategies may be found in this manual Before, During, and After strategies are interchangeable.

FORM C

Tier II and Tier III Monitoring Sheet

Student: _____

Interventionist: _____

Tier: _____

Subject/Area: _____

Check days intervention was provided. Write in Monday's date by each week number.

Week	Μ	Т	W	Т	F	Wee	k M	Т	W	Т	F	Week	Μ	Т	W	Т	F
1						5						9					
2						6						10					
3						7						11					
4						8						12					

Please take anecdotal notes after each week to document activities and progress.

1	 	 	
2		 	
2	 	 	
3	 	 	
4	 		
_			
5			
6			
7			
/			

8	 	 	
9			
10			
11			
12		 	

Progress Monitoring Data:

Week:	PM Data:	ROI	Week:	PM Data:	ROI	Week:	PM Data:	ROI
1			5			9		
2			6			10		
3			7			11		
4			8			12		

Date: _____

Dear Parent/Guardian(s):

Central Elementary School, Coosa County is making every effort to meet the needs of all students. We are using a leveled system of academic assistance. Students will be provided additional assistance when needed to help them meet grade level goals. In addition, struggling students will receive free hearing and vision screenings.

This letter is to notify you that your child, ______, will be receiving extra help in reading, math, and/or behavior. Information of your child's progress will be sent each month.

You can help your child by:

- making sure he/she attends school each day,
- encouraging good behavior, effort, and attitude,
- ensuring he/she gets plenty of sleep each night, and
- making sure he/she does homework.

Your support and cooperation is greatly appreciated. If you have questions, please feel free to call the school at 256-377-1456 to make an appointment with your child's teacher.

Sincerely,

Your child will be receiving additional help in the following areas:

____Reading Math

_____Nath Behavior

I give permission for the school nurse to administer free hearing and screening tests to my child.

Parent Signature: _____

If, at any time, you wish to request an evaluation for special education or Section 504 services, you may do so by contacting the school counselor at (256)377-1456.

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Student's Progress Report

Dear Parent or Guardian:

We are providing	_with extra daily
Word-Level Reading Skills	
Reading Comprehension Skills	
Math Computation Skills	
Math Reasoning And Problem Solving Skills	
Behavior Skills	

Student progress is measured each week so that teachers can target instruction to your child's specific needs. Based on progress monitoring, your child is

making progress and we will continue the same intervention.

making little progress and we will make changes in the intervention we are providing to better meet your child's needs. The changes are as follows:

If you have any questions, please feel free to contact your child's teacher at (256)377-1456.

Teacher's Signature

Parent's Signature (Sign and return one copy to your child's teacher.)

Date

Date

PST Grade Level Meeting Documentation Log

Date: _____

Date	Student Name	Gender	Race	Tier I	Tier II	Tier III

Attendees:

SPED Referral Documentation Form

Documentation for the Special Edu	ucation Referral I	Process:	
Hearing Screening: Passed/Failed	Date:		
Vision Screening: Passed/Failed	Date:		
Tier II Walkthrough Documer Tier III Walkthrough Docume Attendance Standardized Assessment Rest Copy of DIBELS report Copy of STAR report Most recent Report Card Copy of Progress Report Two or three graded work sam	ntation ults (if applicable)	concern Indic	cate level of assistance:
Independent, Moderate, One o Documentation of Appropriate	on one		
Has the student repeated a grade?	If so, w	hich one(s)?	
Check any concerns in the following Attendance Behavior	g areas: Attention Articulation		Language
Medical - provide documentation:			
Medication		-	

Parent Input: Attach information provided by the parent/guardian to the referring teacher.

Cumulative Folder Summary: Attach a copy of the student's most recent standardized assessment results or list scores. (Grades 3-4)

K-4 Strategic Teaching/Intervention Observation

— ·	Tiers I, II, or III	-
Teacher	Grade Level	Date
Subject Area:	Standard:	
Intervention Program (Tier III):		
Observer		

Rating Scale: 1 = minimal evidence noted; 2=evidence noted; 3 = outstanding implementation; N/A

Teacher Instruction/Intervention

- _____ Research-based instructional materials/strategies used as designed
- _____ Strategic teaching used (before, during, and after strategies)
- _____ Activities matched to objectives
- _____ Transitions smooth and quick
- _____ Formative assessment evident during instruction

Small Group, Differentiated Instruction

- _____ Small group instruction provided at different levels
- _____ Independent student learning centers directly build reading or math skills
- _____ Student products completed and submitted as appropriate
- _____ Deficit skills targeted (Tier II & III)

Classroom Climate

- _____ Classroom arrangement accommodated whole group instruction, small group instruction, and independent work
- _____ Teacher and student interactions mutually respectful and positive in tone
- _____ Behavior management system effective in providing environment conducive to learning Motivation to learn fostered
- _____ Active student engagement evident

Comments: