Step 1

Speak with parents/guardians about concern.

Initiate a conversation with parents about the concern.

Consult with a specialist(s) & set up an observation.

- Academic: Sara Moran (ELA), Anne Schulz (Math)
- Social/Emotional/Behavioral: Stacey Babcock (School Social Worker), Blake Limburg (School Counselor), Kelly Fitzgerald (School Psychologist)
- English Language (ELL): Meg Berg (Bilingual)
- Speech: Emily Dulas (SLP)
- Health/Motor: Crystal Smith (School Nurse)
- Other/As-Needed*: Chris Plucker (Assistant Principal), Mark Ferraro (Principal), *May also invite various members of the SPED Team. if needed

Review and Document Available Data:

- Review cumulative file;
- Review specialists' observation notes and recommendations;
- Speak with previous teacher(s) about concern and fill out SFT Data Review Form

Step 2

Consult and Create with a SFT Liaison.

- Schedule a time to meet with a SFT Liaison to review specialist observation feedback and/or data.
- Draft a 'SMART Goal' that includes a research-based approach for teacher-directed intervention; *this is ONLY a draft at this point*.

Partner with parents.

- Inform parents of plan and rationale; provide a copy of the 'SMART Goal' draft; invite parental feedback.
- Modify goal, if necessary, and obtain signatures of parents in support of goal.



NOW <u>STOP.</u> Plan may not be initiated without parental consent. DO NOT MOVE ON UNTIL THIS IS COMPLETE.

Consult with student.

- Conference and review goal with student.
- Obtain signature of student that they understand the goal.

Implement and Progress Monitor.

- Implement 'SMART Goal'; progress monitor for 4-6 weeks (exact time specified on SMART Goal)
- Keep parents updated weekly, or as deemed necessary.
- If appropriate, keep student updated weekly, or as deemed necessary.

Consult and Adjust with your SFT Liaison.

Meet with Grade Level SFT Liaison to review SMART Goal data, analyze progress, and determine next steps, including, but not limited to: revising 'SMART Goal' and continuing progress monitoring, and/or initiating a 'Focus of Concern' to consider more intensive supports.

Inform parents of progress and next steps (ONGOING).

Step 3

In the event that a SMART GOAL is deemed insufficient in meeting the needs of the student, and/or it is determined outside interventions/support are needed:

The Classroom Teacher Shall:

- Work with an SFT Liaison to initiate a 'Focus of Concern' request to the School Psychologist. Once it is determined that sufficient data is collected, a meeting shall be scheduled within 7-14 days to convene the SFT to review the student as a 'Focus of Concern'.
- <u>Teacher</u> Shall Communicate to parents that a 'Focus of Concern' has been initiated.

Initiating teacher shall be expected to attend SFT meeting(s) to discuss next steps with team.

Teacher shall keep parents regularly informed of progress.