

Hill City Grade School Impact Team



Procedure Manual

Who should make referrals?

Any teacher, staff member, or parent with an appropriate concern about a student should submit an Impact request.

Which students should be referred?

Any regular education student who demonstrates a behavior or skill deficit that interferes with the student's academic progress may be referred. Concerns with a student on an IEP should be brought to the attention of the student's case manager.

What concerns are appropriate for referral?

Concerns should be one that can be addressed during the school day. In general, the behaviors and skills that are best addressed during an Impact meeting are focused and specific.

Such concerns might include:

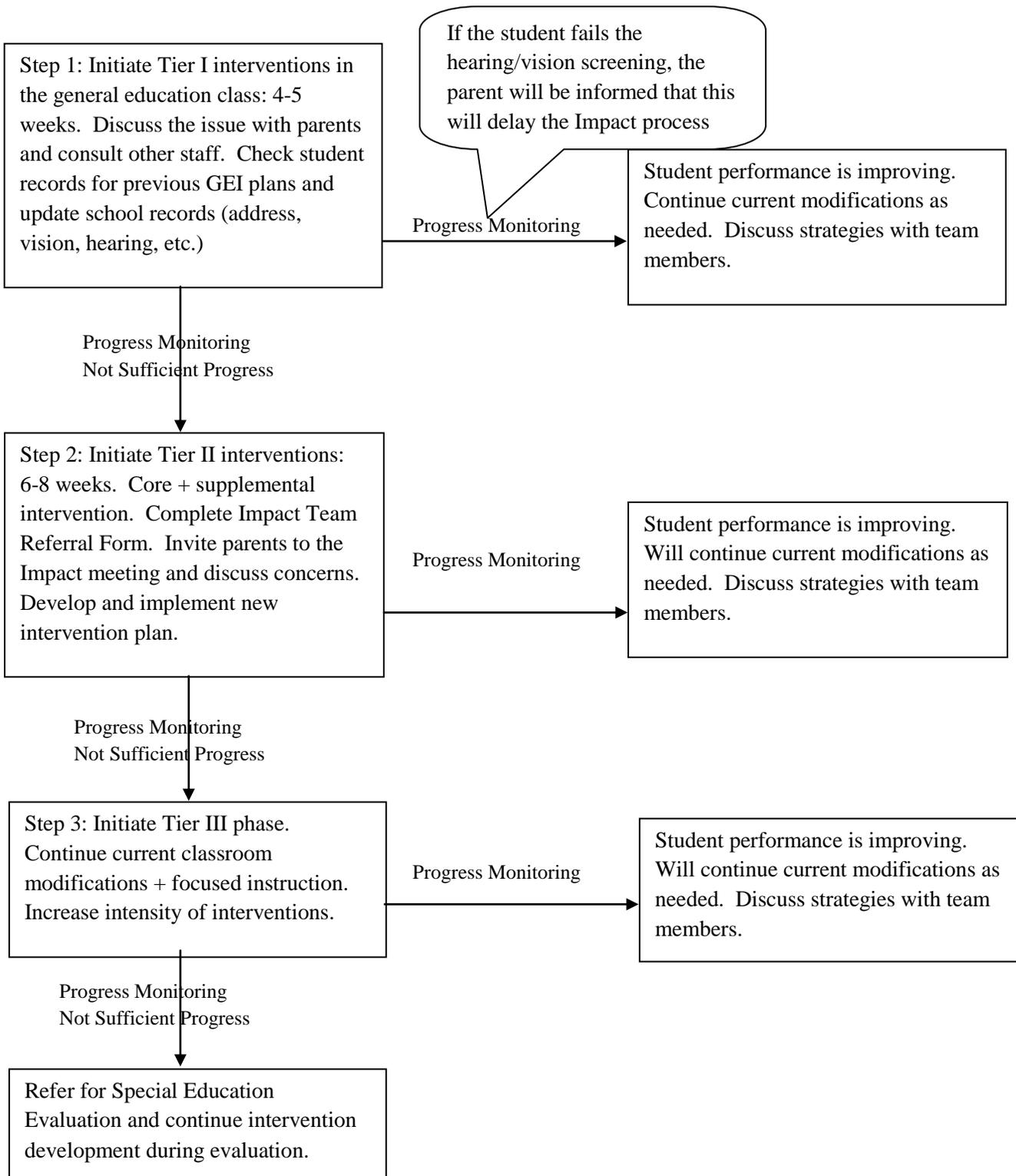
- Attendance/Tardiness
- Homework/class work completion
- Specific academic concerns or skill deficits
- Performing below grade level
- Classroom behavior that interferes with the student's learning

What is the purpose of the Impact Team?

The Impact Team is meant to provide support to students who are having difficulties in school. It meets the child find requirement for school-aged children.

It is not a hoop to jump through prior to a special education evaluation, but is a process intended to reduce the number of students who are incorrectly identified as having a disability by ensuring that lack of instruction, environmental factors, and other factors are not the cause for the difficulty.

Flow Chart



Impact Team
Teacher Impact Meeting Request Instructions

1. Obtain a referral form from the school website.
2. Using your own student records and the student's official school records, complete the Impact Referral Form and include the Parent/Caregiver and Staff Consultation forms if information is available.
3. After you have completed the form, place in the Impact folder in the copy room.
4. Upon receipt of the completed form, your student's name will be put on the Impact request list and the meeting will be scheduled as soon as possible.
5. Prepare to bring recent student work samples to the meeting, as well as any data related to the concern.
6. At the Impact meeting, the information that you have submitted will be reviewed and revised or added to by team members, including parents. The Impact Plan will be developed at the meeting and a follow-up meeting date will be set.

The Initial Meeting: Full Team

Review teacher/parent concerns (5 minutes)

Review information from the referral form and data packet

Allow teacher to discuss major referral concerns

Select Target Behaviors (2 Minutes)

Review baseline data collected prior to initial meeting

Define the top 1-2 teacher concerns in easily observable, measurable terms

Inventory Student Strengths and Talents (3 minutes)

Discuss areas of strengths

Record incentives that motivate the student

Set Goals (3 minutes)

Using baseline data as a guide, goals should be:

Observable

Measurable

Realistic

Design the Intervention Plan (5 minutes)

Identify WHAT the intervention is

Identify WHERE and WHEN it will take place

WHO is responsible for implementing and monitoring student progress?

Review the Intervention Plan (2 minutes)

Make sure all parties understand the intervention plan and their responsibilities

Set follow-up meeting date

The Follow-Up Meeting

Evaluating Implementation Integrity (2 minutes)

Was the plan carried out as intended?

Did the school administrator check in with the referring teacher?

Were there any difficulties that interfered with implementation and monitoring?

Evaluating Student Progress (3 minutes)

Review baseline data

Review goals

Determine the outcome

Evaluate Plan Effectiveness (4 minutes)

Using the student's progress as a guide, determine the following:

Did the student make adequate progress?

If no, did intervention integrity affect the effectiveness?

Modify/Design the Intervention Plan (4 minutes)

Was plan effective?

What changes should be made?

Review Intervention Plan (2 minutes)

Make sure all parties understand the intervention and their responsibilities.

Schedule follow-up meeting