

Mayflower Elementary School RTI Guidelines

General Procedures

Academic area: *Reading*

RTI approach: *Standard treatment protocol*

Number of tiers: *Three tiers*

Special education: *Tier 3 is special education*

How often are grade-level teams going to meet?

Grade-level teams will meet every 2 weeks; the RTI coach, Tier 2 providers, and the school psychologist will join these team meetings, as necessary, to make tier decisions and decisions about special education referrals.

What is the procedure for students who enter school mid-term?

- 1. Assess them using the universal screening measure (unless the next scheduled screening is within 2 weeks).*
- 2. Assign them to appropriate small groups for differentiated instruction.*
- 3. Collect progress monitoring data for these students along with the rest of the class every two weeks.*
- 4. Examine progress monitoring data after 7 weeks and determine if students need instructional support in the classroom until Tier 2 intervention is available.*

When does a student get referred for a special education evaluation?

After two rounds of Tier 2 intervention

What are the components of the special education evaluation?

Hearing screening, vision screening, abbreviated intelligence test, adaptive behavior scales, speech and language evaluation, behavior checklist for parents, behavior checklist for teachers, progress monitoring data

Who makes the decision for a referral for special education evaluation?

A group consisting of the grade-level team, Tier 2 provider, RTI coach, and school psychologist

Who will provide interventions?

Tier 2: Reading specialist

Tier 3: Special education teacher

When should school staff contact parents?

- 1. Beginning of the year (information only)*
- 2. After each universal screening (three times per year)*
- 3. Before initiating or discontinuing each level of intervention*
- 4. During regularly required reporting intervals (e.g., brief comments about students' progress on report cards)*

Who can teachers ask for help?

- *Instructional questions: RTI coach, reading specialist, or grade-level team*
- *Data-related questions: RTI coach, psychologist, or grade-level team*

What are the universal screening procedures?

- *Administered three times per year: fall, winter, spring*
- *Administered to all students*
- *Administered by the teacher who provides reading instruction*
- *Screening measures: Vanderbilt probes appropriate for each grade level*
- *Criteria used to determine which students need to be monitored: norms established by each probe (i.e., special education services)*