

# Lloyd Estates Elementary

## RTI Procedures

### Collaborative Problem Solving Team

- Identify students who are at least 2 years below grade level.
- Identify students with RTI Records on BASIS rolled over from the previous year.
- Identify students with **High Risk Indicators** &/or **Early Warning Signs** on BASIS
- Identify current year's retained students from K-5.

Classroom teachers record Tier 1 Teacher Strategies on BASIS for all students identified in the categories above.

Hold RTI meetings for the following student categories during the first 5 weeks of school:

- Students with RTI records on BASIS rolled over from the previous year.
- Retained students.

### New RTI referrals

Classroom teacher completes a referral on BASIS for one or more of the following areas:

- Reading Difficulties
- Math Difficulties
- Behavior Concerns

A case manager is assigned upon receipt by the RTI Facilitator. Case managers are assigned as follows:

<b>Kindergarten – Grade 1</b>	<b>Carolyn Reidy</b>
<b>Grade 2 – Grade 3</b>	<b>Deshaun Sweet</b>
<b>Grade 4 – Grade 5</b>	<b>Luisa Hanfling</b>
<b>Behavior/Social Emotional K-5</b>	<b>Vivian Rowe</b>
<b>Retained Students &amp; Math K-5</b>	<b>Josianne Valme</b>

### CASE MANAGERS

### New Referral Notification

The RTI facilitator will notify the case manager of a new *referral (Blue Folder, Referral Information)*

### Responsibilities

1. Meet with the classroom teacher upon receipt of the initial RTI referral.  
*BASIS will not allow a referral without first entering Tier 1 Teacher Strategies.*
2. Review RTI expectations and timeline.  
Discussion Questions:
  - What is the specific area of concern?
  - How did you identify the area of concern?
3. Provide support to collect and graph student data prior to each meeting.
  - a. **Initial Meeting** – Baseline Data
  - b. **Tier 2 or Tier 3 Follow UP Meeting** – Progress Monitoring Data
4. Notify the RTI facilitator when ready for Initial Meeting.
5. Conduct periodic reviews of progress monitoring.
6. Provide ongoing teacher support throughout the RTI process.
7. Manage case file (*blue folder*) and return to RTI facilitator at the end of the school year.