Lloyd Estates Elementary

RTI Procedures

Collaborative Problem Solving Team

* Identify students who are at least 2 years below grade level in Reading and/or Math based on beginning of year assessments (i.e. I-ready Diagnostic, BAS, etc.)
* 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.

For all new referrals, classroom teachers record three 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
* Social and Emotional Concerns
* Behavior Concerns

**CASE MANAGERS**

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

* + Kindergarten – Carolyn Reidy
	+ Grade 1 – Carolyn Reidy
	+ Grade 2 – Deshaun Sweet
	+ Grade 3 – Luisa Hanfling
	+ Grade 4 – Luisa Hanfling
	+ Grade 5 – Vivian Rowe
	+ Behavior/Social Emotional Grades K-5 – Vivian Rowe

New Referral Notification

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

Responsibilities

1. Meet with the classroom teacher upon receipt of the initial RTI referral.
2. Review RTI expectations and timeline.
3. Discussion Questions:
4. What is the specific area of concern?
5. How did you identify the area of concern?
6. Provide support to collect and graph student data prior to each meeting.
	1. Initial Meeting – Baseline Data
	2. Tier 2 or Tier 3 Follow UP Meeting – Progress Monitoring Data
7. Provide a meeting preparation checklist prior to schedule meeting.
8. Conduct periodic reviews of progress monitoring.
9. Provide ongoing teacher support throughout the RTI process.
10. Manage case file (purple folder) and return to RTI facilitator at the end of the school year.