

RTI Calendar Grades K-5

Administrative Days

- Principals schedule faculty meeting for Director of Student Support and Transitional Services to present RTI process to staff.
- School Intervention Teams are established by the principal.
- Literacy Coaches hold intervention training for teachers including progress monitoring training and literacy interventions.
- Literacy Coaches provide K-5 teachers with a RTI Teacher Notebook. Teachers should also keep a file folder collecting any student data from interventions and probes on their students in the RTI process for the current year.

August

Weeks 1-3 Universal Screenings and School Intervention Team Implementation

- K-5 teachers administer beginning of the year universal screening using Think Link
- School Counselors notify teachers of those students continuing in the RTI process from last year. Literacy Coaches will help teachers know which interventions to continue.
- For K-3 students, the School Intervention Team determines (principal, grade level teachers, literacy coaches and counselors) the lowest 10% per grade level according to Think Link scores, and teacher input. (*No referral form required*)
- Teachers send letter or call parents of children identified in the lowest 10% of grade level this year on Think Link as well as those students continuing in the RTI process from last year.
- For grades 4-5 individual referrals are made to the School Intervention Team by teachers based on assessment data such as: Think Link, teacher concerns, below proficient TCAP Achievement Test scores or other assessments indicating two grade levels behind or lowest 10%. (*Use Intervention Team Referral Form*)
- Intervention Team referrals are given to school counselors.

School Intervention Team meetings begin determining appropriate interventions and supporting the classroom teacher in the RTI process for identified students. Parents are notified by letter or meeting. All parent contacts are documented.

- K-3 teachers begin Tier I intervention groups with the lowest 10% in the grade level and/or other students as identified. (Intervention groups are no larger than five students. Groups meet 3 times per week for 30 minutes or the equivalent as needed for age appropriateness. Children receiving Special Education services for literacy are recommended to be included in these intervention groups unless determined by the IEP team)
- Grade 4-5 teachers begin interventions with newly referred students as well as students continuing RTI process from last year.

- K-5 teachers begin progress monitoring with Think Link probes of students in their intervention groups tracked one time per week for nine weeks.
- For interventions needed due to math, behavior or other areas of concern, the referral should be made to the School Intervention Team.
- Literacy Coaches begin Tier II interventions 2 times per week for 30 minutes with students who are continuing the RTI process from last school year. These students continue in their classroom teacher's Tier 1 intervention group 3 times weekly bringing the total intervention time to 5 times per week for 30 minutes a day.

After First Grading Period

- Prior to School Intervention Team meetings, Literacy Coaches collect and graph progress-monitoring probes in order to make databased decisions.
- School Intervention Team meetings are scheduled by the school counselor to review progress with invited parent and consider changes or additional interventions.
- In the meetings Tier I and Tier II placements are discussed. Restructuring takes place as needed.
- Teams refer to the appropriate specialist for identified students needing further screenings such as reading, KBIT and KTEA, and language.
- Literacy Coaches begin Tier II interventions 2 times per week for 30 minutes with students making limited progress with Tier I interventions. *K-5 teachers complete Intervention Team Referral Form for Tier II students.* (These students are to remain in their classroom teacher's intervention group 3 times per week in order to bring the total intervention time to 5 times per week for 30 minutes a day.)

End of First Semester

- ***Mid-year Think Link is administered by teachers between Thanksgiving and Christmas holidays.***
- Literacy Coaches and principals analyze Think Link mid-year scores.
- Literacy Coaches collect and graph progress-monitoring probes prior to School Intervention Team meetings.
- School Intervention Teams are scheduled by school counselors inviting parents to discuss progress of RTI students.
- Tiered placements are discussed. Restructuring takes place as needed according to mid-year Think Link scores, other assessments and teacher input. *Any K-5 student moving to Tier II interventions must have a teacher referral form.*
- School Intervention Teams identify students needing additional screenings such as reading, KBIT and KTEA, and/or language. *Other academic or cognitive screenings may be requested for those students making limited progress and are continuing Tier II or Tier III.*
- Alternative or additional intervention methods for students making limited progress and continuing Tier II or moving to Tier III are considered.

- After 4 weeks of Tier III intervention, students not making progress are referred for a psycho-educational evaluation from Special Education to determine eligibility. The RTI student file is given to the Special Education Consultant for review with school psychologist prior to team obtaining parental consent for assessment.

End of Third Grading Period

- Continue all Intervention Team steps as previously described.
- Retention is discussed. Parents are notified if their child has been identified as a possible candidate for retention according to School Board policy. School Counselor schedules meeting with parent.

Beginning of May

- End of the Year Think Link administered by teachers and benchmark scores are turned into Literacy Coaches.
- Literacy Coaches collect and graph progress-monitoring data.
- Teachers are given 2 copies of the progress monitoring graphs by the Literacy Coaches or Intervention Specialists – one for the school file and one to send to parents.
- Teachers give all students' RTI documentation to school counselor for summer storage and documentation tracking.
- Literacy Coaches and school counselors give data from end of year Think Link and School Student Roster to the principal for consideration of student placement in teacher classes for the coming year.
- School Counselor send end of year tracking documentation to RTI Coordinator in Central Office.