

### STUDENT SUPPORT TEAM FORMS

Proper documentation is essential in the Student Support Team process. Forms should provide adequate documentation of the team's activities. Written summaries of the team's actions should be kept for every meeting. The actions of the Student Support Team should be so clear that new teachers/staff each year will have no difficulty determining what has been tried and found successful for the student in the past.

DOB: Age: Grade: Teacher:

#### **Student Support Team**

The Student Support Team (SST) is a collaborative, school-based, problem-solving team that is organized to address behavioral/emotional difficulties, academic difficulties, medical concerns, and other problems that may impact a student's academic success. This document is intended to be a practical and useful guide to successfully managing the activities of Student Support Teams (SST) in Bladen County Schools. This manual is not intended to be an extensive compilation of strategies for the many different problems that may be addressed by the SST process. There are many materials and resources available via various research based websites. Some researched based websites that can be used as a reference include the following:

http://www.pbisworld.com

http://ies.ed.gov/ncee/wwc

www.interventioncentral.org

http://www.fcrr.org/

http://kidscandream.webs.com/page12.htm

http://www.cccoe.net/social/skillslist.htm

http://www.jimwrightonline.com/php/chartdog 2 0/manual/chartdogman.html#about

## Bladen County Schools MTSS Decision Making Matrix

(Addendum to BCS MTSS Guidance Handbook)

	Attendance	Behavior	Academic Performance
Elementary	5+ Tardies/Early dismissals within single quarter Attendance more than 10%	1	Below research-based thresholds on multiple measures of early literacy or math, grade retention
Middle	5+ Tardies/Early dismissals within single quarter Attendance more than 10%	More than 2 office	Below targets on multiple measures of reading and/or math, failing core classes, historical repeated failure on summative assessments, grade retention
High	5+ Tardies/Early dismissals within single quarter Attendance more than 3 days in a course	More than 2 office discipline incidents	Failing core classes, poor credit earning behavior, multiple course failures, historical repeated failure on summative assessments, grade retention

Name:		ID:		School:
DOB:	Age:		Grade:	Teacher:

## Bladen County Schools STUDENT SUPPORT TEAM PROCESS CHECKLIST

The purpose of this checklist is to serve as a guide for effectively implementing the Student Support Team process. It is to be maintained by the School Guidance Counselor, SST Coordinator, or designee assigned by the principal.

Te is to be maintained by the behoof daraunce dounselor,	bor coordinator, or designed assigned by the principal
Referred By:	Date:

Date	Activity			
	Teacher notifies parent, principal, and Student Support Team Coordinator that there is a need to			
	open a SST case for an unresolved academic and/or behavioral problem			
	SST Coordinator provides teacher with the following SST referral forms:			
	_ Request for Student Support Team Assistance Section A			
	Request for Student Support Team Assistance Section B-Teacher Input Form for Addressing Problem Behaviors			
	Classroom Teacher completes the request forms and returns them to the SST Coordinator			
	or principal designee			
	Student data and supporting evidence is gathered (mClass, EOG scores, grades, benchmark			
	scores, K2 math assessment, BOG scores, common assessments, NCKEA, behavior charts,			
	etc)			
	SST Coordinator schedules the first SST meeting and invites parent and additional SST members			
	based on the needs of the student			
	SST Coordinator sends parent invitation/notification of the meeting along with the			
	Student Support Team-Parent Input Form			
	Convene Initial SST Meeting Date: Time: Send reminder notices to SST members, including parent			
	Copy of strategies provided to all implementers			
	Copy of strategies provided to an implementers			
	SST Meeting Summary completed			
	Implementation of intervention strategies being monitored			
	Convene SST Meeting Date: Time:			
	Send reminder notices to SST members, including parent			
	SST reviews documentation and evaluates success of intervention			
	strategies SST decides on plan of action			
	Develop new modifications			
	Continue current modifications, if successful			
	Cease modifications			
	SST Meeting Summary completed			
	Convene SST meeting #Date: Time:			
	Convene SST meeting #Date: Time:			
	Convene SST meeting # Date: Time:			
	Convene SST meeting # Date: Time:			
	Interventions successful. Student remains in general education with Core/Tier I supports. SST file closed.			
	Interventions successful. Student remains in general education with Tier II or III supports.			
	Interventions unsuccessful. Complete required RE2 Form (Regular Education) for vision,/hearing/speech screenings to be completed. Note: Send parent notification of screenings. (see page 66 for notification letter.)			

Name: ID: School:

DOB: Age: Grade: Teacher:

### MTSS Forms

#### Completed for Evaluations for Exceptional Children

The following forms need to be completed and used at the Initial Referral Meeting. All of these forms will need to be completed entirely and sent to BOE with the Evaluations request packet. If it is incomplete, the packet will be sent back to school. The school will be given 5 days to complete and return to the EC Department.

Page	Form	Completed by:
4-7	At-Risk Student Referral Form	
8-9	Teacher Input Form for Behavior Only Request	
10-11	Parent Input Form	
13	Support Plan (Interventions) Completed in EWS	
14	Progress Monitoring Data Sheet -iReady, STAR,- EWS	
19	Copy of the RE 2 Form- Informing Parents of Screening	
20	Vision, Hearing Screening Sheet	
15-16	SST Minute Sheet	
17-18	Two observations completed of student in different settings	
	Copy of most current report card	
	Copy of current attendance and last two years if applicable	
	Social Developmental History Report	
Criteria 1	Grade Level Data-	
Criteria 1	SRB Interventions and Evidenced by a qualified personnel	
Criteria 1	Evidence that the intervention was delivered for planned number of sessions and allotted time	
Criteria 1	Student Attendance specific to intervention delivery	

Name:	ID	):	School:		
DOB:	Age:	Grade:	Teacher:		
	At-R		en County Schools	ral Form	
STUDENT DATA	PROFILE	I			
Parent(s):				Telephone:	
Address:				Zip Code:	
Date of Request:		Person makii	ng the request:		Role:
Reason for Request *If the student exhib				_	le-Section B.
How and when was	parent first	notified of th	e student's concer	ns?	
Phone Call Letter Conference		(dat (dat (dat	e) e)		
Note concerns expi	essed by pa	rent(s).			

vame:	ID:	•	SCHOOL:
В:	Age:	Grade:	Teacher:
			h the student displays a significant strength istrate the student's concerns.
Phon Fluer Comp	emic Awareness ics Skills acy orehension nated Grade Level		Math Computation Phonics Skills Conceptual Understanding Other Estimated Grade Level
Vocal Organ Spell Other	guage ence Structure oulary nization ing and/or Punctuation ated Grade Level	on -	Oral Language Oral Expression Communicating with Peers Communicating with Adults Following Verbal Direction Other
Posit	T <b>RENGTHS: (<i>Check a</i> ive Attitude</b> les Conflict	ll that apply)	
Trust Takes Coop	s Well Independently worthy s Pride in Appearance erates ectful to Authority		
Artis Trans Organ	tically Inclined sitions Easily		
Athle Good Work	Sense of Humor s Well in Groups		
Motiv	onsible vated ess Leadership Skills		

I.

II.

	ID:		School:		
DOB:	Age:	Grade:	Teacher:		
Identify area expected leve		ent displays sigi	ificant diffic	culties or functions sig	gnificantly below
Worki Worki Distra Impul Energ Energ	Learning Behaviors  Working in a Group Working Independently Distractibility Impulsivity Energy Level Too High Energy Level Too Low Frustration Tolerance Organization		Social Adjustment  Develops Appropriate Friendships  Relates Appropriately to Teachers  Emotional Outbursts  Withdrawal  Chronic Lying  Chronic Cheating  Chronic Absences  Stealing  Bullying  Difficulties at Home		
Fine M Gross Rever (letter Manus Copyi	ng From Board   Memory  Left Confusion	e Coordination	So Im	Skills layed Self-Help Skills cially Immature mature Language her	
Right	ory Memory :				
Right, Audite			_		
Right, Audite Other	AL HISTORY		Grades	Repeated (specify): _	
Right, Audito Other  EDUCATIONA  Number of So  Excessive Ab  Grade Grade	AL HISTORY chools Attended: _	of Days Absent of Days Absent	N	umber of Tardies umber of Tardies	
Right, Audite Other  EDUCATIONA  Number of Se  Excessive Ab  Grade Grade Grade Grade	chools Attended: senteeism: Number o	of Days Absent of Days Absent of Days Absent	N N N	umber of Tardies umber of Tardies	

DOB:	ID:	School:	
	Age:	Grade: Teacher:	
Number (	of Suspensions:		
s the stu	dent involved in ESL?		
N	tudent had a change in cl	within a school year? e.g. series of substitute teacher) assroom assignment or a change	
What clas	Io Yes	of the lack of instruction in readi een employed to address the stud	-
Check	Strategies	How Long Tried?	Outcome of Strategies
	In stone of a not	(Enter begin dates and end dates)	(Data)
	Instructional Accommodations		
	Modified Demands		
	Materials Modification		
	Alternative Materials		
	Small-Group Instruction	Duration: Frequency:	
	Tutoring		
	Assistive Technology		
	Daily Guided Reading		
	ESL Support		
	Contract		
	Assigned Seating		
	Rearranged Physical		
	Setting Parent Conference		

V.

VI.

ID: **School:** Name: DOB: Age: Grade: Teacher:

**Bladen County Schools** 

## **Teacher Input Form for** Addressing Problem Behaviors (Section B should be used only if behavior is an area of concern.)

#### Descri

\_\_If so, which? \_\_\_\_\_

	aggressive behav	Lisa picks fights", descri ior toward other studer ch actions as pushing, gr	nts at least 2-3 time	frequency. "Lisa demonstrates es a day, often more. She shows her from others, and by using verbal	•
					_
	-	lem occur? ( <i>Check all</i>		77 II	
	Classroom _	Playgrounds			
	-				
	Bus	Home	Gym	Other	
2			•	Other	
	When is the behavio	or <u>most likely</u> to occu	r?	Other	
a.	When is the behavior On a particular day?	or <u>most likely</u> to occur If so, which day?	r?	Other	
a.	When is the behavior On a particular day? At particular times of	or <u>most likely</u> to occu	r?	Other	
a. b.	When is the behavior On a particular day? At particular times of If so, when?	or <u>most likely</u> to occur If so, which day? of the day, such as morn	r? ing, afternoon?		
a. b.	When is the behavior On a particular day? At particular times of If so, when? During instructional	or most likely to occur If so, which day? of the day, such as morn activities, such as mat	r? ing, afternoon?		
a. b. c.	When is the behavior On a particular day? At particular times of If so, when? During instructional If so, when?	or most likely to occur If so, which day? of the day, such as morn activities, such as mat	r? ing, afternoon? h or independent v		
a. b. c.	When is the behavior On a particular day? At particular times of If so, when? During instructional If so, when? When interacting wi	or most likely to occur If so, which day? of the day, such as morn activities, such as mat th certain people-indiv	r? ing, afternoon? h or independent v		
a. b. c. d.	When is the behavior On a particular day? At particular times of If so, when? During instructional If so, when? When interacting wi	or most likely to occur If so, which day? of the day, such as morn activities, such as mat th certain people-indiv	r? ning, afternoon? h or independent v ridual or groups?	work?	
a. b. c. d.	When is the behavior On a particular day? At particular times of If so, when? During instructional If so, when? When interacting wi	or most likely to occur If so, which day? of the day, such as morn activities, such as mat th certain people-indiv	r? ning, afternoon? h or independent v ridual or groups?	work?	

ame:	ID:		School:
OB:	Age:	Grade:	Teacher:
	TEACHER INP	UT FORM FOI	R ADDRESSING PROBLEM BEHAVIORS, p.2
<b>W</b> ]	hat do you think the st	udent gains o	or avoids by demonstrating the behavior?
	To get attention?		From whom?
	Avoid attention? Get control?		From whom?Of what?
	Avoid embarrassm Avoid task?	ent?	From what? Which?
			Willeli:
Но	w have you conveyed y	your expectat	tions to the student?
Г			
De	scribe the specific expec	tations you ha	ve for the student that are not being met.
	you think the student ca propriate/desired behav		le to) or will not (is unwilling to) demonstrate the
ар <sub>.</sub>	——————————————————————————————————————	/IOI: WIIY:	
L			
Wl	nat strategies have you a	lready tried to	help the student meet behavioral expectation

Name:	ID:		School:			
DOB:	Age:	Grade:	Teacher:			
	<u></u>	Bladen	County Schools			
Student Support Team						
	Pa	rent	Input Form			
(This for	rm should be used when more i	n depth parent	tal input is desired or when the pare	nt is making the SST referral.)		
Parent(s):			Telephone:			
Address:	ldress:Zip Code:					
Accommodatio	ons Required? Ye No			(e.g., interpreter)		
		•		ms to the School Nurse. Identify an hild's academic/school success.		
What would yo	ou like your child to b	e able to d	lo? (Describe)			
What has beer	n tried to help your ch	ild? (Desc	cribe)			
Child's Strengt	ths: (Check all that ap	ply.)				
Positive A	Attitude	Fini	shes what he/she starts	Motivated		
Hard Wo	rker	Han	dles conflict well	Organized		
Trustwor	thy	Tak	es pride in appearance	Athletic		
Works we	ell in groups	Arti	stically talented	Cooperates		
Works we	ell by himself/herself	Mus	sically talented	Creative		
Respectfu	ul	Goo	d sense of humor	Other:		
Possesse	s leadership skills	Res	ponsible			

Name:	ID:		School:	
DOB: Age:		Grade:	Teacher:	
STUDENT SUPPORT T	EAM-PAR	ENT INPUT FOR	NT INPUT FORM, p.2	
Concerns about how 1	ny child i	s learning. (Che	eck all that apply.)	
Poor grades		Does not work	well by himself/herself	Poor writing skills
Disorganized		Does not work	well with others	Poor reading skills
Does not finish wor	·k	Gives up easily	7	Poor math skills
Does not follow dir	ections	Does not reme	ember things	Poor study skills
Concerns about how i	ny child b	ehaves. (C <i>heck</i>	all that apply.)	
Is bullied	_	Physically hur	ts others	Says mean things
Bullies others	_	Is sexually app	propriate	Shy/withdrawn
Destroys property		Argues		Gets mad easily
Steals/cheats/lies		Avoided by pe	ers	Is easily distracted
Annoys people		Is late and/or	skips school	Gives up easily
Additional information	n that yo	u feel will help	the school assist your ch	nild.

Name: ID: School:

DOB: Age: Grade: Teacher:

#### **Bladen County Schools**

## Student Support Team Parent Notification of Meeting Form

Date:		
Dear Parent(s):		
regular education pro the classroom teacher request because:  (Check if this is a subsequent As you know, your child is being	nnce from our Student Support Team of ocess whose function is to provide insig r and school staff work with your child ont SST Meeting) ng served through the Student Support	ght and specific suggestions to help most effectively. We made this
information about your child. understand your child. Pleas	Support Team-Parent Input Form which which was a support Team-Parent Input Form which was a support of the second to the second in the second to the second	which you feel could help us better ne as soon as possible. All information
A meeting has been s We will meet at	et for(date) at School, in room	(time).
others, we hope to develop succe Parental input is considered very	the Student Support Team, which consists and methods of helping your child have important and your attendance is appear any questions, please contact me.	
Sincerely,	(Name/Title)	(Phone Number)
(Complete and return this section	to the school.)	
Student Name:	Date of Birth:	School:
	eeting for my child on 'Meeting. Please contact me with the r	
Parent/Guardian Signature		Date

Name:	II	):	School:
DOB:	Age:	Grade:	Teacher:

### **Bladen County Schools**

## **SST Student Support Plan**

General Education Intervention Implementation and Progress Monitoring (Use as many pages as necessary. A minimum of two interventions per area of concern is required.)

Concern #: (Be specific and provide as much detail	as possible)			
Concern #: (Be specific and provide as much detail	as possible)			
Concern #: (Be specific and provide as much detail	as possible)			
<b>Desired Outcome:</b> (Please include specific data points (e.g.	g. in six weeks Johnny will read 60 words per minute))			
Intervention #1:				
Intervention #2:				
Intervention #3:				
Person Responsible for Intervention:	Length of Intervention: From: To:			
Which days per week will the intervention be implem	nented?			
Progress Mon	nitoring Plan			
Who will progress monitor? What specific tool will be used?	What day of each week will progress monitoring occur? (progress monitoring needs to occur on the same day each week) M T _ W Th F			
On what date(s) will the Progress Monitor (if not the tintervention?	teacher) check in with the teacher about the			
Date: Date:	Date: Date:			
Observed Improvement: (Attach graphs or other docume	ents to support observed improvement)			
Outcome Option for this intervention: (Check one)				
1. Strategies were successful. Exit SST Interventions.	Student remains in general education without the			
need for further intervention or with intervention.	9			
2. Progress was noted. Continue present interventions/services with no changes until the next meeting				
date:				
3. Interventions minimally/not successful. Continue S				
date:Note: Complete RE2 Forms (Regular Education) for vision/hearing and speech screenings to be				
	done. Send parent notification of screenings. (See page 66 for notification letter).			

ID: **School:** Name:

DOB: Age: Grade: Teacher:

### **Bladen County Schools**

## Progress Monitoring Data Sheet (A data sheet must be completed for each intervention.)

Date	Assessment Tool	Data Point

ID: **School:** Name: DOB: Age: Grade: Teacher: Bladen County Schools **Student Support Team Summary** Meeting Date: \_\_\_\_\_ Start Time: \_\_\_\_ End Time: \_\_\_\_ \_\_ Meeting Location: \_\_\_\_\_\_Meeting Status: \_\_\_\_\_ **Student Support Team Members** Role Name **Purpose of the Meeting: Meeting Minutes:** Date: \_\_\_\_\_

Name:	ID:		School:
DOB:	Age:	Grade:	Teacher:
Student Support Tea	am Summary, <sub>I</sub>	)	(Meeting minutes cont.)

Name:	ID:	ID:	
DOB:	Age:	Grade:	Teacher:

# Bladen County Schools Observation 1 Form Focus on Core Instruction

Feacher's Name:	Grade:
Observer:	Setting:
Instruction that includes modeling, guide	ed practice and independent practice
Curriculum: Systematic sequence of sk	ills with frequent formative assessments
Environment:Students grouped approprecommendations	riately by targeted skill areas and size based on program

Name: ID: School:

DOB: Age: Grade: Teacher:

### Bladen County Schools

### **Observation 2 Form**

**Student in Intervention Setting** 

Teacher's Name:	Grade:
Observer:	Setting:
Instruction that includes modeling, guided practice and	independent practice
Curriculum: Systematic sequence of skills with frequen	nt formative assessments
Environment:Students grouped appropriately by target recommendations	ted skill areas and size based on program

Name:	ID:		School:	
DOB:	Age:	Grade:	Teacher:	
DearYour child,school program:		<b>B B</b>	COCEN UNTY SCHOOLS Inspiring Learning.	RE2 FORM Date:/ , is having difficulty in these areas of the
				ay be able to offer suggestions about ways d return this form to your child's teacher.
education service the parent(s) or for your consent 2. No referral for a provide assistant The screening process	e made for modes. You will be legal guardiant before we do ditional tests are for your characters generally to is needed. It is classroom in the reason of the less may include as classroom in gand health between the less was even in the les	ore in-depth ever asked to be a confus of a child in any individuals and evaluational to be succestakes four to six You may be asleferral process. The these steps: nterventions screening	valuation, which part of the team involved in the so I testing. In will be made it ssful in the regular weeks before the ked to plan with	could result in consideration for special making decisions concerning your child. As creening process, you will be notified and asked of the screening information and interventions far education class.  The team can determine whether or not a sus during the screening process. You will be
Please callindividual can be re	achod is		if you ha	ve questions. The telephone number where this
muividuai cali be le	aciicu is		Sincerely,	•
				Principal/Designee
				(Date)
Parent Signature:				Date:

Name:	ID:		School:	
DOB:	Age:	Grade:	Teacher:	
			Block COUNTY SCHO	RE2 FORM Date://
Dear		:		
Su hijo, programa esc				, tiene dificultades en estas áreas del
mejores mane		recibir el mejo	or servicio en nu	ara que podamos ofrecer sugerencias sobre las lestro programa escolar. Por favor firme y
Se puede hace servicios de e Como padre(s pedirá su con No se realizar intervencione	educación especial. s) o tutor(es) legal sentimiento antes rá ninguna derivac es brindan asistenc	para una evalu Se le pedirá q (es) de un niñ de realizar cu ión para pruel sia para que su	lación más profu que sea parte del o involucrado en alquier prueba i pas y evaluacion n hijo tenga éxito	inda, lo que podría resultar en la consideración de equipo que toma decisiones relativas a su hijo. el proceso de evaluación, se le notificará y se le ndividual. es adicionales si la información de detección y las en la clase de educación regular.
determinar si	i se necesita o no u	na derivación	para una evalua	s semanas antes de que el equipo pueda ción. Es posible que se le solicite que planifique e participe durante el proceso de recomendación.
Uso de divers Exámenes de Observación e Revisión de re	egistros escolares el habla y el lengua	en el aula. salud.	isos:	
Por favor, llan	na si tienes pregun	ıtas. El número	o de teléfono do	nde se puede localizar a esta persona es
Atentamente,		·	•	
		Director,	/Designado	
			(Fecha)	
Firma del nad	łre·			Fecha:

3.7	ID	
Name:	ID:	School

DOB: Age: Grade: Teacher:

## Bladen County Schools Programs for Exceptional Children VISION, HEARING, and SPEECH SCREENING

Date	Regu	lar Teacher		EC Tead	cher		Initial Reevaluation			
			V	ISION SCRE	ENING					
	Test Used	Examiner	Rig	ht Eye		Left Eye		Both		
Far Vision			Pass20/	Fail20/	Pass20/	_	Fail20/	Pass20/		Fail20/
Near Vision			Pass20/	Fail20/	Pass20/	_	Fail20/	Pass	s20/	Fail20/
Comments: _			<u>.</u>	!-						
Performed by	/			Position_					Dat	e
			H	EARING SCF	REENING	<del></del>				
E	Ear Intensity		ty Level	Frequencies		Passed		Failed		
	referral made	?	YES		NO NO					
Performed by	/			Position_					Dat	e
			S	PEECH SCR	EENING	İ				
	Area Screen	ed		Within Normal Limits			Below Normal Limits			
Articulation										
Fluency										
Language										
Voice										
Comments: _							<u>.</u>			
Performed by				Position_					Dat	·e
- Circinica 5		2 2 1 1 1 2 2 2 1		1 0011011						
			Н	EALTH SCR	EENING					
				Hei	ght					
Dental  Review of Health History: Within Normal Limits Below Normal Limits  Nutritional Information										
Medications										
	ditions									
Performed by	/			Position					Dat	e

Name: I	D:	<b>School:</b>
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DOB: Age: Grade: Teacher:

Social Development History Form in English and Spanish

Link to a Force Copy to complete the Social Developmental History