

MTSS Procedural Guidelines

1. Teacher has a concern for student.
2. Teacher speaks with counselor and colleagues to get any additional information.
3. Teacher reaches out to parents to share concern and discuss ways to help here at school.
4. Teacher implements strategies to support concern. Data is collected on strategies implemented (2-4 weeks).
 - a. Teacher could access Instructional Coach (Mikayla) for suggestions (academic, executive functioning)
 - b. Teacher could access Dabney Frothingham for suggestions (behavior, executive functioning)
5. If strategies are showing improvement, then teacher will continue strategies, update parents and counselor.
6. If strategies are not showing improvement, then the teacher can access the MTSS Referral Form on the ZMS website, under "Staff" and "Staff Resources." Prior to filling out the referral form, the teacher will need to download and fill out the "Student Data Profile" form. This is also on the website. If a student is referred to MTSS, parents need to be informed by teacher.
7. Once the Student Data Profile form is uploaded and the Referral Form is submitted, the MTSS team will determine next steps. Next steps could include one of the following.
 - a. Additional strategies recommended to the teacher (Data is collected)
 - b. An observation of the student by a team member (Observer will offer/determine next steps)
 - c. Student will be scheduled for an MTSS meeting (Meeting will be schedule with team and teacher)