

Student Improvement Process

The Student Improvement Process includes the following sequence of actions:

1. The referring person completed the appropriate Student Referral Forms and submits them to the Team Chair.
2. The Team meets three or more times over a period of several weeks to several months to consider the referral data. The Team recommends strategies, modifications, or accommodations to implement. Classroom teachers who request assistance for a student should expect to:
 - a. specifically define problem area/s;
 - b. help determine possible strategies*, etc. to implement;
 - c. implement strategies, accommodations, etc.
 - d. record student's success or failure with (c.) above
 - e. report implementation data to the Team;
 - f. participate in Team discussion regarding the implementation of additional strategies for an additional period of time.

**Note: Behavioral interventions should be implemented one at a time.*

Strategies used by a teacher *prior to* referring the student to the Team are not part of the assistance process. The team's responsibility is to help the teacher with new strategies in motivation, instruction, and learning environment – not to validate what has already been done.

3. After implementation of strategies, the Team determines if there has been success. If so, the Team recommends the continuation of the strategy. If not, other strategies may be recommended for implementation.

The period of implementation must be long enough to allow a change to take place. Change usually does not occur in only one or two weeks. To realize intended success, many strategies require three to six weeks to provide measurable results.

If **medication** is an intervention, the Team should allow six weeks for its implementation before documenting its success or failure. Over a period of time the medication may be a determinant factor for student success, and students should **not** be referred for a comprehensive evaluation **until medication issues are resolved**.

Note: The Team cannot recommend that medication be used as an intervention; the above statement is intended for cases in which **parents** are seeking medical intervention concurrently with the Team process.

4. The Team continues to meet periodically until a determination is made to cease the process. Necessary documentation is completed and the required action is taken:

- If the student improvement process has been successful, the student continues in regular education with the effective strategies in place. Referral Team data is maintained at the site, and may be accessed at a later time, should the student be referred at a later date.
- If the process has not been successful, the Team may decide that an evaluation is necessary:
 - The Team may recommend an evaluation under Section 504 if there is evidence of a medical diagnosis and if the Team agrees that an evaluation under IDEA would not be necessary.
 - The Team may recommend an evaluation under IDEA. If so, rule out vision and hearing issues, and then use the Evaluation Referral Form to begin the Special Education Process.