

**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS**

Response to Intervention (RTI) is a multi-tiered early prevention and intervention system designed to improve outcomes for all students. In accordance with Commissioner's Regulations, the Homer Central School District has established administrative practices and procedures for implementing District-wide initiatives that address a Response to Intervention (RTI) process applicable to all students. For students suspected of having a potential learning disability, the District will provide appropriate RTI services pursuant to Commissioner's Regulations prior to a referral to the Committee on Special Education (CSE) for evaluation.

The New York State Education Department (SED) has released a guidance document to assist school districts in designing and implementing an effective RTI process. This document includes, but is not limited to, information regarding regulatory requirements, quality indicators, staff development, tools to assist districts in selecting a specific model and procedures for the use of RTI data in determining if a student has a learning disability. This guidance document is available at:

<http://www.p12.nysed.gov/specialed/RTI/guidance/cover.htm>

Schools are being encouraged to establish procedures for identifying students with learning disabilities that use a research-based RTI process prior to, or as a part of, an individual evaluation to determine whether a student has a learning disability. Effective July, 1, 2012, an RTI process is required for all students in grades Kindergarten through grade 4 suspected of having a learning disability in the area of reading. RTI cannot be utilized as a strategy to delay or deny a timely initial evaluation of a student suspected of having a disability under the individuals with Disabilities Education Act (IDEA).

**Requirements of the Homer Central School District RTI Program**

The District's RTI process includes the following minimum requirements:

- a) Scientific, research-based instruction in reading and mathematics provided to all students in the general education class by qualified personnel. Instruction in reading, per Commissioner's Regulations, shall mean scientific, research-based reading programs that include explicit and systematic instruction in phonemic awareness, phonics, vocabulary development, reading fluency (including oral reading skills) and reading comprehension strategies;
- b) Screenings shall be provided to all students in the class to identify core instruction weaknesses as well as those students who are not making academic progress at expected rates. The screenings for the Homer Central School District will take place as follows for the 2012-2013 school year:

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**RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)**

	Fall Screening - September
Grade	Screening
K-5	Reading
	Winter Screening - January
Grade	Screening
K-5	Reading
	Spring Screening - May
Grade	Screening
K-5	Reading

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- c) Scientific, research-based instruction matched to student need with increasingly intensive levels of targeted interventions for those students who do not make satisfactory progress in their levels of performance and/or in their rate of learning to meet age or grade level standards;
- d) Repeated assessment of student achievement which should include curriculum based measures to determine if interventions are resulting in student progress toward age or grade level standards;
- e) Information about the student's response to intervention will be used to make educational decisions about changes in goals (i.e., goals for all students, not just individualized Education Program (IEP) goals), instruction and/or intervention services and the decision to make referral for special education programs and/or services. The Homer Central School District will enlist the use of several data assessment teams for these purposes and to meet specific data review goals. The following is a list of these teams as well as the purpose each will serve:
  - 1. District Data/Decision Team
    - (a) Purpose

Meet annually in the fall and spring to discuss student data, as well as to review/assess current assessments, review District data, system decision making, and program use.
    - (b) Agenda

Grade and building level data reviewed. Staff examine:

      - 1) Area(s) of core instruction that may need strengthening per grade level;
      - 2) Effectiveness of current intervention strategies/programs available in the District;
      - 3) Effectiveness of screening and progress monitoring measures;
      - 4) Effectiveness of data collection systems; and
      - 5) Review policy and make necessary changes.

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## (c) Members

Superintendent, Director of Instruction, Director of Special Education, Building Principals, school psychologists, ~~RTI Coordinator~~.

## 2. Data Meetings

## (a) Purpose

Meet after benchmark assessments and then every 6 to 8 weeks to gauge student progress in order to modify instruction and or interventions in a targeted manner when students are not making progress. Prioritize students for services.

## (b) Agenda

Several students are discussed simultaneously. Staff examine:

- 1) Areas in the core instruction that may need strengthening,
- 2) Groups of struggling students who may benefit from further modifications/interventions (in the classroom as well as through support staff) and individual students who need unique supports. A plan is also made for students who require further assessment to guide interventions, and/or students who need more in depth meetings to address needs.

## (c) Members

Grade level teams and support service providers. ~~RTI Coordinator~~, school psychologist, and Principal may be involved as well.

## 3. Problem Solving Meetings

## (a) Purpose

Meet as needed (based on teacher referral including data meeting discussions) for individual students with more complex learning, physical, developmental, social, emotional and/or behavioral needs.

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## (b) Agenda

A problem solving agenda is followed in which prioritized problems for an individual student are identified and addressed. A more comprehensive and specific intervention plan is developed for that student.

## (c) Members

Referring classroom teacher, support staff who work with the student, school psychologist, RTI-Coordinator, social worker and/or any other staff who may have a supportive or diagnostic role (i.e., Speech Therapist, Occupational Therapist, etc.).

## 4. Multidisciplinary Team (MDT) Meetings

## (a) Purpose

To manage formal services provided to students through the Special Education Department. Students are referred to MDT when problems persist despite various attempts to intervene and the student is suspected of having an educational disability. MDT is also required when parents request CSE evaluations.

## (b) Agenda

Student needs are discussed and appropriate services are provided in the least restrictive environment. Information collected at data meetings and problem solving meetings is extremely helpful for MDT meetings. Students may be referred for diagnostic evaluation including CSE evaluations at MDT.

## (c) Members

Principal, special education director, RTI-Coordinator, special education staff, reading staff, nurse, school psychologist, social worker and/or any other staff who may have a supportive or diagnostic role (e.g., Speech Therapist, Occupational Therapist, etc.).

- f) Written notification to the parents when the student requires an intervention beyond that provided to all students in the general education classroom that provides information about:

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**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)**

1. The amount and nature of student performance data that will be collected and the general education services that will be provided as enumerated in Commissioner's Regulations;
2. Strategies for increasing the student's rate of learning; and
3. The parents' right to request an evaluation for special education programs and/or services.

**Structure of the Homer Response to Intervention (RTI) Program**

The District RTI program consists of three (3) tiers of instruction/assessment to address increasingly intensive levels of targeted intervention to promote early identification of student performance needs and/or rate of learning, and to help raise achievement levels for all students.

Student Support Teams will include members of Data Meeting Teams, Problem Solving Teams, Multidisciplinary Teams, and other individuals deemed appropriate by the District. These members will be available for each building/grade level classification to address the implementation of the District's RTI process.

The Student Support Team's responsibilities shall include, but are not limited to, the following:

- a) Determining the level of interventions/student performance criteria appropriate for each tier of the RTI model;
- b) Analyzing information/assessments concerning a student's response to intervention and making educational decisions about changes in goals, instruction and/or services;
- c) Determining, only if necessary, whether to make a referral for special education programs and/or services.

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Students

**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)****Homer Central School District  
Three Tier Model of Instruction**

Tier 1 - All Students	
Focus	<i>For all students</i>
Program	Scientifically based, differentiated core instruction
Grouping	Multiple grouping formats to meet student needs
Time	Standard ninety (90) minutes or more in literacy. Minimum of 40-60 minutes in math
Assessment	Benchmark assessments (universal screenings) at the beginning, middle, and end of the academic year. Formative assessments to guide instruction and monitor progress. Assessments are used to prioritize students for intervention immediately following each benchmark.
Interventionist	General Education Teacher. Teacher Assistants may be used for differentiation strategies.
Setting	General Education Classroom
Parent Communication	General information about RTI is provided to all parents. Parents receive information about benchmark assessment during parent teacher conferences (if applicable) and report cards.
Transition/Decision Points (As decided by Student Support Team)	Consider using differentiation strategies for students who have not met criteria for meeting success based on District wide assessment or those who have mastered content of core instruction.
	Maintain differentiation strategies for students not in Tier 2 or 3 who still require them.
	Consider for Tier 2 if the student is not meeting criteria based on benchmark expectations.

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Students

**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)**

Tier 2 - Supplemental Instruction (10th - 25th Percentile*)	
Focus	<i>For student identified with marked difficulties</i>
Program	Programs, differentiation strategies, and procedures designed to supplement, enhance, and support Tier 1.
Grouping	Homogeneous small group instruction (4-7 students)
Time	Minimum of thirty (30) minutes per day, minimum three (3) times per week in small group in addition to core instruction.
Assessment	Progress monitoring on a weekly or biweekly basis based on target skill(s) to ensure adequate progress and learning.
Interventionist	Personnel determined by the school (highly qualified) however that may include teacher assistants (supervised) and evidence-based technological interventions.
Setting	Appropriate setting designated by the school. Could be inside or outside of the general classroom.
Parent Communication	Parents of students receiving tiered interventions are informed in writing of the interventions being attempted, other assessments being used, and to know that they have the right to have their child referred for CSE evaluation if an educational disability is suspected prior to the change of the student(s) programming. Progress monitoring data shared with the ten (10) week student report cards.
Transition/Decision Points (As decided by Student Support Team)	Consider reducing interventions or strategies to Tier 1 if student has achieved benchmark target goals.
	Maintain interventions or strategies if student can maintain an appropriate rate of progress with continued Tier 2 supports.
	Consider for Tier 3 if student meets criteria for Tier 3 based on benchmark assessments and or appropriately set goals (progress slope is discrepant from goal progress).

\*Percentiles based on norms established by AIMSweb and STAR screening assessments\*

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Students

**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)**

Tier 3 (10th Percentile* or Lower)	
Focus	<i>For Students identified with marked difficulties.</i>
Program	Sustained, intensive evidence based interventions.
Grouping	Homogeneous small group instruction (1-5 students) in elementary, middle/high based upon adult:student ratio.
Time	Minimum of thirty (30) minute sessions per day, five (5) days per week in small group or individually in addition to core instruction.
Assessment	Progress monitoring weekly or bi-weekly on target skill(s) to ensure adequate progress and learning. Additional assessments may be conducted to understand the nature of student difficulties.
Interventionist	Personnel determined by the school (highly qualified) however that may include teacher assistants (supervised) and evidence-based technological interventions.
Setting	Appropriate setting designated by the school. May be inside or outside of the classroom.
Parent Communication	Parents are informed any time a student changes tiered levels of instruction. Updates of progress monitoring and goal progress are provided every ten (10) weeks with the student report cards. If a formal evaluation is recommended, parent consent must be obtained in writing.
Transition/Decision Points (As decided by Student Support Team)	Consider reducing interventions or strategies to Tier 2 if student has achieved target goals.
	Maintain interventions or strategies if student can maintain an appropriate rate of progress with continued Tier 3 supports.
	Consider for increased Tier 3 intervention/strategy intensity or frequency or formal special education evaluation if student meets criteria for Tier 3 based on benchmark assessments and/or appropriately set goals (progress slope is discrepant for goal progress).

\*Percentiles based on norms established by AIMSweb and STAR screening assessments\*

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Students

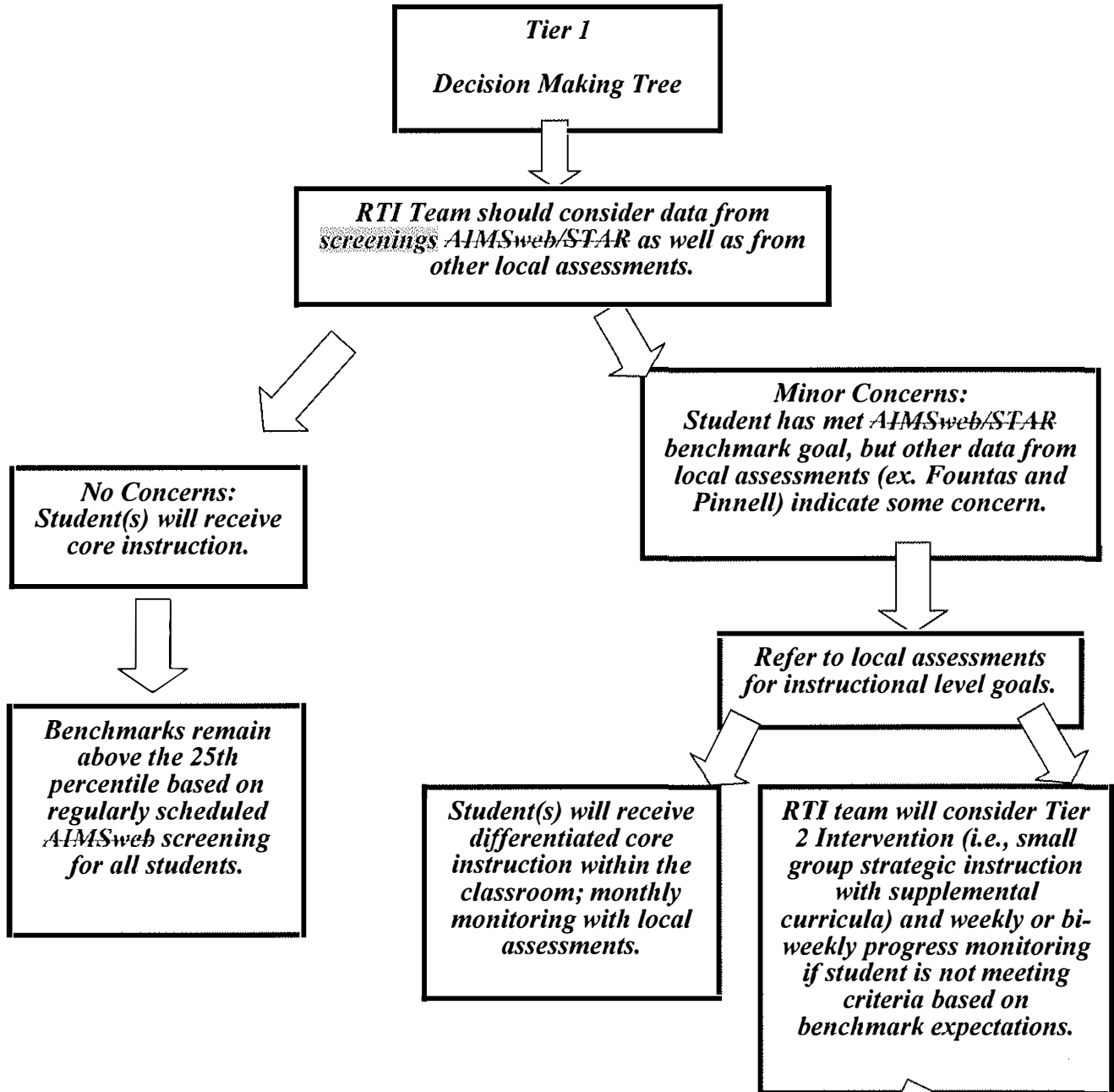
**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)****Criteria for Determining the Levels of Intervention to be Provided to Students**

<b>Tiered, Targeted Assessment</b>	
<b>Component</b>	<b>District Decision</b>
What percentage of students will receive Tier 2 and Tier 3 interventions	<ul style="list-style-type: none"> <li>● <del>K-5 (AIMSweb):</del></li> <li>● Tier 2 - 10th - 25th Percentile*</li> <li>● Tier 3 - 10th Percentile or Below*</li> </ul>
	<ul style="list-style-type: none"> <li>● <del>5-6 (STAR):</del></li> <li>● <del>Tier 2 - 10th - 25th Percentile*</del></li> <li>● <del>Tier 3 - 10th Percentile or Below*</del></li> </ul>
Criteria for how students will be prioritized for Tier 2 and Tier 3 interventions	<ul style="list-style-type: none"> <li>● <del>K-5 (AIMSweb):</del></li> <li>● Tier 2 - 10th - 25th Percentile*</li> <li>● Tier 3 - 10th Percentile or Below*</li> </ul>
	<ul style="list-style-type: none"> <li>● <del>5-6 (STAR):</del></li> <li>● <del>Tier 2 - 10th - 25th Percentile*</del></li> <li>● <del>Tier 3 - 10th Percentile or Below*</del></li> </ul>
Formative assessments will include but are not limited to the following. Assessments may be local assessments, universal screening measures and/or diagnostic measures that will be used to identify instructional needs (guide targeted instruction) at each tier.	<ul style="list-style-type: none"> <li>● <b>AIMSweb</b></li> <li>● <b>STAR</b></li> <li>● <b>Running Records</b></li> <li>● <b>Comprehensive Test of Phonological Processing (CTOPP)</b></li> <li>● <b>Survey Level Assessment/Curriculum Based Measure Test of Early Literacy (CBM-TEL)</b></li> <li>● <b>Wechsler Individual Achievement Test (WIAT)</b></li> <li>● <b>Woodcock Johnson III (Tests of Achievement)</b></li> <li>● <b>Test of Information Processing (TIPS)</b></li> <li>● <b>Speech/Language assessments</b></li> <li>● <b>Behavior Observations/ratings/checklists</b></li> </ul>

\*Approximate

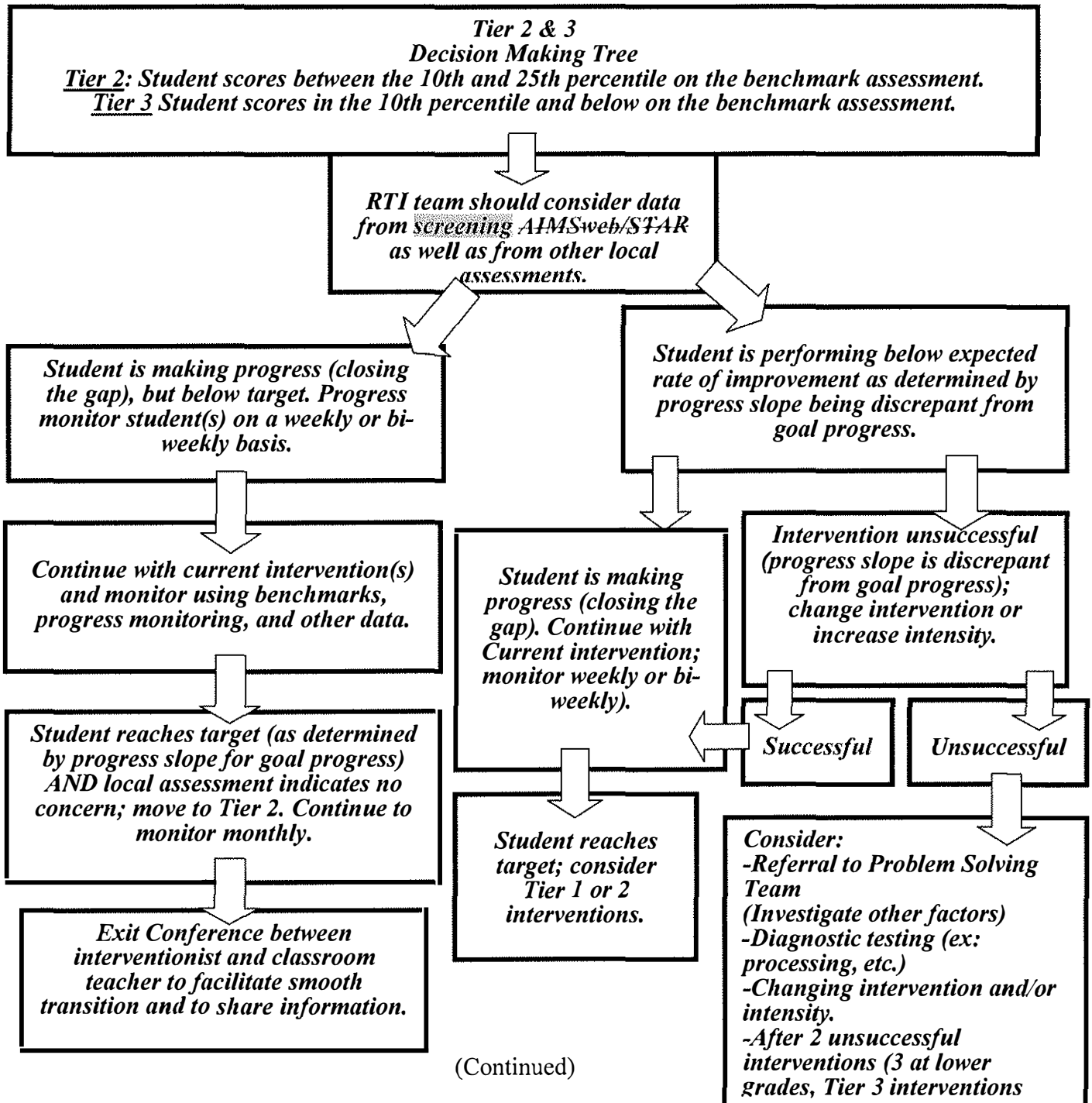
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**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)**



**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)****Types of Interventions**

The Homer Central School District will provide multiple tiers of increasingly intensive levels of targeted intervention and instruction for those students who do not make satisfactory progress in their levels of performance and/or in their rate of learning to meet age or grade level standards.

It is expected that the use of the Tier Level of Instruction will be specific to each student's needs and will be an ongoing process, with students entering and exiting tiers of intervention according to the analysis of student performance data and progress monitoring.

**Tier One Instruction**

Tier One instruction is provided to all students in the general education setting. This is meant to maximize the learning for all students using a strong, scientifically-based core instruction to insure that students meet age or grade level standards. This instruction will be provided by general education teachers and/or other qualified personnel as appropriate, and will emphasize proactive, preventative core instructional differentiation strategies in the classroom setting. This instruction may take place in whole group, small group, or individualized capacities as deemed appropriate by the classroom teacher.

The analysis of Tier One student performance data will be obtained through the use of AIMSweb (~~K through 4~~) and STAR (~~5 through 6~~) assessment probes during the fall, winter, and spring universal screening benchmarks. Upon the evaluation of data as well as the review of other local assessments decisions can be made as to each individual student's tiered instructional/intervention status. If it is determined that the student is not meeting appropriate benchmark goals and is performing below classroom grade level expectations, the student may be considered for Tier Two instructional/intervention services.

**Tier Two Instruction**

Tier Two instruction is meant to address academic concerns and systematically apply research-based, small group (5-7 students) instruction to enable the student performance to reach or exceed grade or age level standards. These students are those who have been identified as "at-risk" through universal screening and who have failed to make adequate progress with differentiation in the general education classroom. This instruction will be provided for at least thirty (30) minutes per day, two (2) to three (3) times per week as a supplement to, not in place of, the general education classroom instruction.

Tier Two instruction will be provided by personnel determined by the school (highly qualified). This may include teacher assistants (supervised) and evidence-based technological interventions (supervised).

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Students

**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)**

Students will be progress monitored weekly or bi-weekly using AIMSweb (~~K through 4~~) and STAR (~~5 through 6~~) assessment probes for a minimum of six (6) to eight (8) weeks. Every six (6) to eight (8) weeks, the appropriate Student Support Team will review the student's data and make a determination as to whether Tier Two interventions should be maintained; the student returned to the general education classroom if satisfactory progress is shown; or referred for Tier Three instruction.

Students who can maintain an appropriate rate of progress with Tier Two support should remain in Tier Two instruction. Consider for Tier Three if student meets criteria for Tier Three based on benchmark assessments and/or appropriately set goals (progress slope is discrepant from goal progress).

Tier Three Instruction

Tier Three intervention is meant to provide intensive, individualized and/or small group (1-5 students), research-based instruction/intervention targeted to eliminate discrepancies in student performance in relation to grade or age level expectations. Tier Three instruction is the provision of more intensive instructional interventions, tailored to the needs of the individual student, and is provided to those students who do not achieve adequate progress after receiving interventions at the Tier One and Two levels. Tier Three instruction should occur for a minimum of thirty (30) minutes, on a daily basis as a supplement to, not in place of, the general education classroom instruction.

Tier Three instruction will be provided by those specialists, as determined by the Student Support Team, best qualified to address the individual student's targeted area(s) of need. Personnel determined by the school (highly qualified), however, may include teacher assistants (supervised) and evidence-based technological interventions.

Progress monitoring in targeted areas related to individual student need(s) will take place on a weekly or bi-weekly basis using AIMSweb (~~K through 4~~) or STAR (~~5 through 6~~) assessment probes. At the conclusion of the Tier Three instructional period (6 through 8 weeks), the appropriate Student Support Team will review the student's progress and make a determination as to whether Tier Three interventions should be maintained; the student returned to Tier Two if satisfactory progress is shown; the student's interventions should increase in frequency or intensity; or be referred for a formal special education referral.

Students who meet or exceed the age or grade level goals set for them should be considered for Tier One or Tier Two instruction. Students who can maintain an appropriate rate of progress with Tier Three support should remain in Tier Three instruction. Consider for increased Tier Three intervention/strategy intensity or frequency or formal special education evaluation if student meets criteria for Tier Three based on benchmark assessments and/or appropriately set goals (progress slope is discrepant from goal progress).

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**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)****Amount and Nature of Student Performance Data to be Collected**

The Student Support Team will determine the amount and nature of student performance data that will be collected to assess, on an ongoing basis, student performance results and address ongoing academic needs as warranted. Such data collection will reflect the Tier Level of intervention provided to the student. Student performance data will also be used to review the District's RTI program and make modifications to the program as deemed necessary.

**Manner and Frequency of Progress Monitoring**

The Student Support Team shall monitor the progress of those students receiving intervention services beyond that provided to all students in the general education classroom. The Team shall meet with the student's teacher(s) and will determine if further adjustments need to be made to the student's current instructional program and/or a change made to the Tier Level of intervention provided. Monitoring of student progress (~~Tier Two or Three - Weekly, Tier Two Weekly or Bi-Weekly~~) shall be an ongoing part of the RTI program from the initial screening to completion of the RTI process, as applicable. Parents may also request that the progress of their child be reviewed by the Student Support Team.

Fidelity measures (e.g., an observational checklist of designated teaching behaviors in accordance with the RTI process being implemented) will also be completed by Team members to assess whether the intervention was implemented as intended and uniformly applied. Clear benchmarks will be established for student performance and performance charts will be plotted at the completion of the instructional period/intervention process.

**Staff Development**

All staff members involved in the development, provision and/or assessment of the District's RTI program, including both general education and special education instructional personnel, shall receive appropriate training necessary to implement the District's RTI program. Staff development will include the criteria for determining the levels of intervention provided to students, the types of interventions, collection of student performance data, and the manner and frequency for monitoring progress.

**Parent Notification**

Written notification shall be provided to parents when their child requires an intervention beyond that provided to all students in the general education classroom. Such written notice shall include the following information:

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**SUBJECT: RESPONSE TO INTERVENTION (RTI) PROCESS (Cont'd.)**

- a) The amount and nature of student performance data that will be collected and the general education services that will be provided as a part of the RTI process;
- b) Strategies for increasing the child's rate of learning; and
- c) The parents' right to request an evaluation for special education programs and/or services.

34 Code of Federal Regulations (CFR) Sections 300.309 and 300.311  
Education Law Sections 3208, 4002, 4401, 4401-a, 4402, and 4410  
8 New York Code of Rules and Regulations (NYCRR) Sections 100.2(ii), 200.2(b)(7), 200.4(a),  
200.4(j)(3)(i),  
200.4(j)(5)(i)(g)

Adopted: 6/26/12