

Appendix F

Key Tasks for a SIT

	Quarterly TBIT Day	PLC	Full SIT	Mid-Quarterly Progress Check	microSIT Meeting
Identify groups of kids who need remediation on universal skills					X
Create supports for students who need universal skills (What skills, who can help, what can they use to help)		X			X
Problem solve individual at risk students (Kids for whom its not working for)	X			X	

Key Tasks for a SIT

	Who (Point Leader)	When will the microSIT meet?	Who is on this microSIT	What data will we pull?	When will we pull the data?	How will we triage the kids? (Grade Level Team)	How will we get additional diagnostic detail (if needed)?	Who will gather the additional information?	Who will respond? (SIT)	When will intervention happen? (SLT)	What are they going to do (materials, etc)	How will we monitor progress?
Reading - Phonemic Awareness						Emergency/ At Risk AND (1Y, 2Y, 3Y)	"Using Initial Letters" tool - IRLA Manual (p19)	Teacher	Teacher (Grade Level Team Member)	Acceleration	Yellow IRLA Toolkit	Using Initial Letters tool - IRLA Manual (p19) IRLA data
Reading - Phonics						Emergency/ At Risk AND (1G, 2G, 1B, 2B)	Words Their Way	LDC	Teacher on the Team	Acceleration	ReadyUp Phonics Lessons, Toolkit, Words Their Way Activities	Words Their Way Word Sort Lists
Reading - Fluency	Katie G	Twice monthly	Steve, Erin, Katie G, SF's, Carly, Lewis, Lauren	IRLA	Monthly (After Read-A-Bulls Day)	Emergency/ At Risk AND (1B, 2B, 1R, 2R)	EZCBM	SF/Teacher	Teacher on the Team	Acceleration	ReadyUp, IRLA Toolkit	EZCBM - Assessments
Reading - Vocabulary						Emergency/ At Risk AND (Wt)	EZCBM	SF/Teacher	Teacher on the Team	Acceleration	ReadyUp, IRLA Toolkit	EZCBM - Assessments
Reading - Comprehension						Emergency/ At Risk AND (1R, 2R, Wt)	EZCBM	SF/Teacher	Teacher on the Team	Acceleration	ReadyUp, IRLA Toolkit	EZCBM - Assessments
Social & Academic Behaviors	Tara	Monthly	Steve, Erin, Tara, Melissa, SSG, Claudia	Incident Reports	Monthly	Incident Report Mach Form & OneNote	Teacher Report, Student reflection tool, Informal Behavior Plan, Check In Check out, Parent Input	Members of the Behavior microSIT Team	Behavior Team Member	In the moment, Scheduled responses as needed. See Tiered Behavior Tracking System	See Tiered Behavior Tracking System	Behavior OneNote, See Tiered Behavior Tracking System
Attendance	Damaris	Monthly	Damaris, Steve, Erin	myStudent Report	Monthly	Mach Form (Teacher Input after 3 consecutive absences or noticed pattern)	Nurse/clinic collaboration, trend analysis, Cum review, myEWS Report		Teacher = First Contact. (Up to 2X's or no improvement) Then contact Social Worker.	ASAP within a week after form submitted	Social Worker (Call, Letter, Home Visit) Goal Setting, Celebrations	myStudent & myAnalytics Reports
English Language	Marisol	Semester	Marisol, Steve, Erin		Semester	Home Language Survey = First ID. Work with classroom teacher. Screener (Game style assessment), Language Test (IPT) by the CRT.			Marisol works with the teachers to find time to work with individual kids.	Varies by student. Arranged between Marisol and teacher. Imagine Learning during classroom time.	IRLA Toolkit. Supplemental Materials.	Not specified yet. Observation only. Also IRLA. Imagine Learning Report. Possibly a set amount of flash cards.
Health	Rachel	Semester	Rachel, Steve, Erin, Stephanie		Semester	Health form in registration process. Clinic Cards. IEP & Parent records. Rachel calls parents to get details & develop Care Plan.			Teacher, School Nurse.	As needed individually.	Health needs met individually. Monitor academic, behavior, attendance progress.	As needed individually.

Academic Details

	How will we triage the kids? (Grade Level Team)	Tool (* Recommended Starting Point)	Who Gives The Assessment	Where do I get the assessment	Where do I put the data	What data will the assessment give us	
Reading - Phonemic Awareness	Emergency/At Risk AND (1Y, 2Y, 3Y)	Using Initial Letters tool - IRLA Manual (p19)*	Teacher	IRLA Manual	OneNote	% of Print Upper case /26	
		Words Their Way				% of Print Lower case /26	
		DIBELS				% of letter sounds /18	
Reading - Phonics	Emergency/At Risk AND (1G, 2G, 1B, 2B, 1R, 2R)	Words Their Way Word List Assessment (p??)*	LDC	Words Their Way Manual	OneNote	Total score and spelling stage	
		DAR					
		DIBELS					
		EZCBM					
		EZCBM*	SF/Teacher	Online Access	OneNote		% of words per min. on grade level passage
Reading - Fluency	Emergency/At Risk AND (1G, 2G, 1B, 2B)	Running Record					
		DIBELS					
		EZCBM*	SF/Teacher	Online Access	OneNote		% of accuracy on grade level
		DAR					
		IRLA Word List					
Reading - Vocabulary	Emergency/At Risk AND (Wt)	EZCBM*	SF/Teacher	Online Access	OneNote	% of accuracy at grade level	
		DAR					
		IRLA Word List					
Reading - Comprehension	Emergency/At Risk AND (1R, 2R, Wt, Bk)	EZCBM*	SF/Teacher	Online Access	OneNote	% of accuracy at grade level	
		DIBELS					
		Language Screener	SLP				

microSIT Calendar

	Who	8.13.18	8.20.18	8.27.18	9.3.18	9.10.18	9.17.18	9.24.18	10.1.18	10.8.18
Whole SIT		First Day of School	Preview the new SIT Plan 9:45 - 10:30	Joint PLC/SIT TBIT Day - All Day	No School Labor Day			Check In Meeting 9:45 - 10:30		
Academic	Steve, Erin, Katie G, SF's, Carly, Lewis, Lauren						9:45 - 10:30		9:45 - 10:30	
Behavior	Steve, Erin, Tara, Melissa, Carlos, Claudia					9.11.18 (2:00 - 3:00)				9:45 - 10:30
Attendance	Damaris, Steve, Erin		2:30 - 3:00							
Language	Marisol, Steve, Erin		2:00 - 2:15							
Health	Rachel, Stephanie, Steve, Erin		2:15 - 2:30							