

Comprehensive Student Assistance Process The Tier Process

Core Student Support Team: Academic Director, Special Education Coordinator and Teacher, Business Director and other team members as necessary.

The mission of the CSAP is to ensure that all students reach high standards by working hard at each level of the school and to see that no student “falls between the cracks”. The most important community is the classroom. The most important partnership is that of the school staff and the students’ families working together to support each student realizing his/her potential. The staff at Green Woods Charter School is committed to supporting the scholastic and social-emotional development of the “whole child”. The CSAP is designed to facilitate that mission.

Tier I Meetings:

These meetings are designed to facilitate discussion, collaboration, problem solving, the sharing of strategies related to delivery of instruction, classroom management, and parent / staff communication. Meetings are held bi-weekly. Staff will provide the Special Education Coordinator topics/issues to be discussed. These topics would NOT be regarding a specific child, but rather for discussion/problem solving that is applicable to most students or situations. The team will prioritize needs and agendas for the month will be developed.

Tier II Meetings:

These meetings are designed to facilitate discussion, collaboration, problem solving, and the sharing of strategies related to delivery of instruction and behavior management of a specific child. These meetings are scheduled as needed and may supersede the Tier I meetings. The teacher who has a student concern notifies the Core Student Support Team and provides a completed Student Inventory. This inventory is required prior to scheduling of the student for the Tier II meeting. The presenting teacher will bring the completed Sections I and II of the Referral Form to the Tier II meeting. (Completion of the Student Inventory will facilitate this.) Discussion will determine Phase 1 action. (pending significance of issues and consensus of the team, phases may be skipped). The Intervention form will be completed if indicated and timelines for interventions and actions will be determined. The date for the follow-up presentation will be set. The follow-up meeting will determine subsequent actions.

Tier III Meetings:

The Core Student Support Team convenes a meeting to make formal recommendations for or against any significant school placement or service change for individual students. These recommendations include referral for educational-psychological evaluation, disciplinary actions requiring extended suspensions or expulsion.

- All processes include due process procedures with timelines and documentation that are required by federal, and/or state laws, legal stipulations, or Green Woods Charter School’s policies.

Forms: Sequence of Completion:

1. **Student Inventory:** To be completed by referring teacher/team and given to Special Education Coordinator in order for student to be scheduled for Tier II Meeting
2. **CSAP Referral Form: Sections I and II** to be completed by referring teacher / team and brought to the Tier II Meeting. **Action Section:** To be completed at Tier II Meeting.
3. **Focused Concern Form:** To be completed at the Tier II Meeting through team discussion. Form to be completed by designated scribe.
 - a. **No more than 2 concerns and no more than 3 interventions per concern.**
 - b. **Follow-up date set at initial Tier II meeting**
 - c. **Follow-up Plan** Section of the Concern Form) to be completed on follow-up date