

Behavior Team Teacher Referral Process

for Tier II Interventions

Step 1 - Assemble team

- The team must include all teachers that have the named student in class.
- Determine a time and place where all teachers are able to meet and fill out the form/create the intervention plan (7:40-8:00 is a suggested time frame).

Step 2 - Complete the Behavior Team Teacher Referral/Intervention Form

- [Middle School Google Form](#)
- [High School Google Form](#)
- Please use the appropriate link above to access the Google Form and fill out as a team for the student (**only one form to be filled out for each student by the group as a whole.**)
- At the end of the document, the team will determine the following:
 - The intervention plan that will be followed with fidelity by all teachers for the next 30 school days.
 - The date in which the intervention will begin
 - The date that marks the 30 days of intervention, after which the team will need to reconvene to determine next steps (see Step 4)
 - Which teacher on the team will be the “team lead” and will be responsible for communicating the plan to the student, copying and sharing the Intervention Log to all teachers involved, and setting up the follow-up meeting after 30 days.

Step 3 - Put Intervention Plan in Place (30 school days)

- All teachers will implement the agreed upon intervention plan in their classrooms. The success of these interventions will be tracked in the following log to have documentation for the Behavior team on what was attempted.
 - [Intervention Tracking Log](#) - FORCED COPY - “Team Lead” teacher will make a copy of this log and share it with all teachers. This will eventually be shared with the Tier II team if the student is referred. Change Student Name in the title to First Initial, Last Name.

Step 4 - Post-Intervention Meeting - Next Steps

- At the conclusion of the 30 days, the “Team Lead” teacher will set up a meeting with the teachers to review the effectiveness of the interventions.
 - If they were successful - continue utilizing the intervention.
 - If it was not successful - please refer the student to Kristi Romashko to be taken to the Tier II team. Please share the intervention log with her so it can be reviewed at the behavior team.

Additional Resources:

Below are Google Sheets with the Google Form information for students who have already been taken through the process and are currently in an intervention plan, or were previously -

- [MS Referral/Intervention Completed Forms](#)
- [HS Referral/Intervention Completed Forms](#)