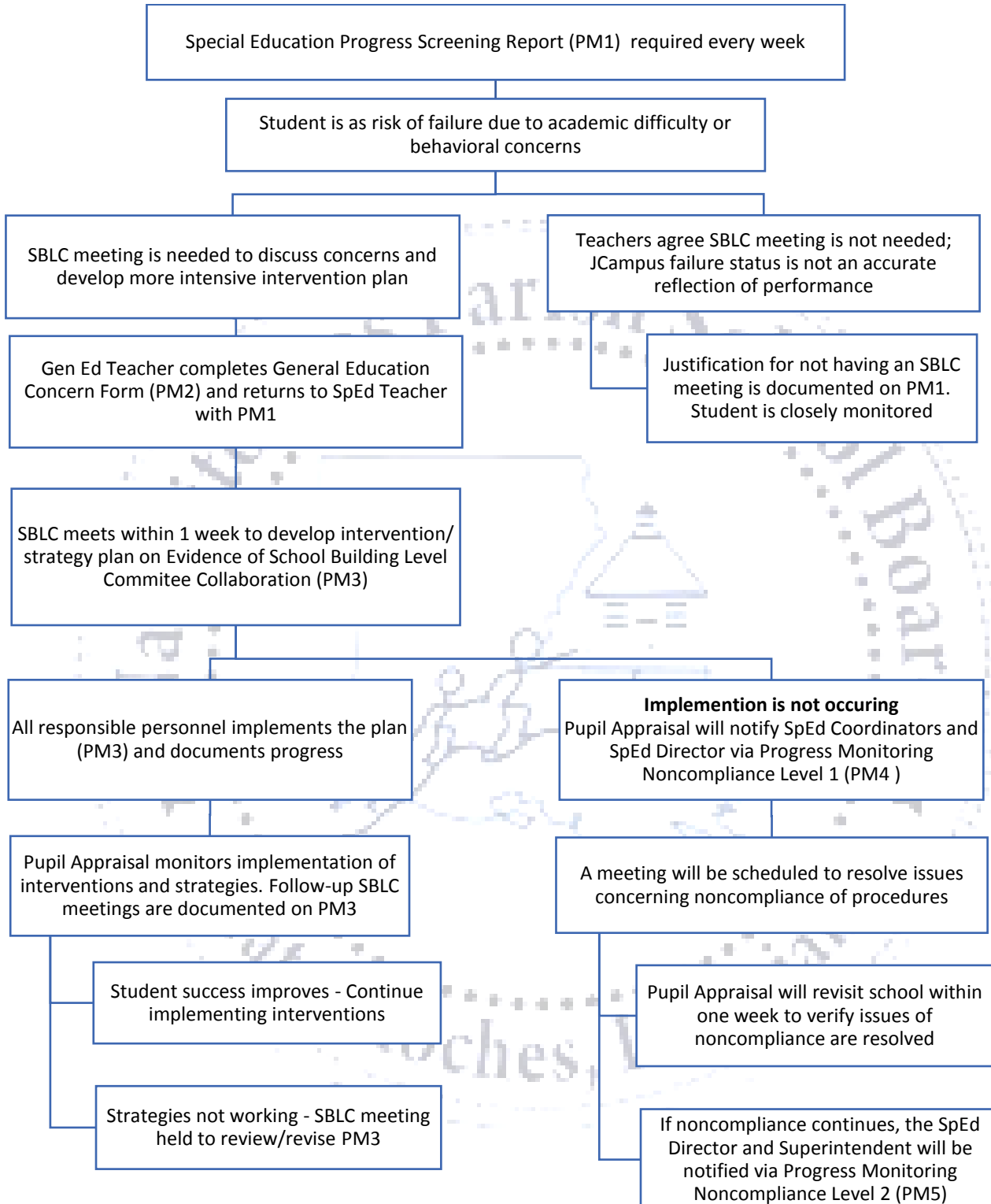


Natchitoches Parish School Board
Special Education Progress Monitoring Procedures

The purpose of this process is for early identification of academic and/or behavior concerns that may lead to failure.

1. The Special Education Teacher will disseminate a *Special Education Progress Screening Report (PM1)* to all General Education Teachers who have students with IEPs on their rosters. PM1 forms will be provided prior to the week progress screening will take place. General Education Teachers will complete PM1 forms weekly based on information in JCampus.
 - a. If a student is identified at risk of failure due to academic or behavior concerns on PM1, the General Education and Special Education Teacher will collaborate to determine if a meeting with the School Building Level Committee (SBLC) is warranted.
 - i. If both teachers agree the current failing status in JCampus does not warrant an SBLC meeting, the reason is documented on PM1. PM1 is filed and student's status is closely monitored.
 - ii. If an SBLC meeting is necessary, the General Education Teacher will complete the *General Education Concern Form (PM2)* and attach documentation detailing the reason(s) for failure.
 - b. The General Education Teacher will return PM1 (and PM2 when appropriate) to the Special Education Teacher by 8:00am Monday of the following week.
2. Upon receiving a PM1 and completed PM2 indicating failure of concern, the Special Education Teacher will schedule an SBLC meeting within one week to discuss academic or behavior concerns of individual students. The SBLC should include: Administrator, SBLC Chair, Regular Education, Special Education Teacher and others as needed. Prior written notice of the meeting is required.
3. At the SBLC meeting, the *Evidence of School Building Level Committee Collaboration (PM3)* will be completed. Decisions will be made regarding supports and strategies to be implemented.
 - a. PM3 should indicate who will be responsible for each plan of action and timelines.
 - b. PM3 will be an ongoing plan. Subsequent follow-up meetings can be documented on PM3, noting the effectiveness of interventions and timeline completion. PM3 strategies can be revised if needed.
 - c. After each follow-up meeting, Pupil Appraisal will give a copy of PM3 to the Special Education Teacher, Special Education Coordinators, and the Special Education Director. The teacher will file a copy in the student's IEP (brown) folder. Pupil Appraisal keeps the original PM3.
4. The Pupil Appraisal Member assigned to the school will observe the student in his/her classroom the week(s) following the meeting to ensure the strategies and supports (PM3) are appropriate and being implemented.
5. Noncompliance of procedures will be reported to the school Principal, Special Education Coordinators and the Special Education Director.
 - a. After the first observation of noncompliance, *Progress Monitoring Noncompliance Level 1 (PM4)* will be completed by Pupil Appraisal and signed by the school Principal.
 - b. Special Education Coordinators will schedule a meeting at the school with principal and all involved personnel to discuss the compliance issues addressed on PM4.
 - c. Decisions made to resolve the noncompliance issues will be documented on PM4. A report of the meeting will be provided to the Principal, Pupil Appraisal, and Special Education Director.
 - d. Pupil Appraisal will revisit the school (within a week) to monitor status of compliance goal identified on PM4. If the noncompliance continues, the Special Education Director and Superintendent will be notified using the *Progress Monitoring Noncompliance Level 2 (PM5)*.
6. The Principal, Special Education Director, and Superintendent will resolve the issues at this point.

Natchitoches Parish School Board Special Education Progress Monitoring Flowchart



Special Education Progress Screening Report (PM1)

School: _____ SPED Teacher: _____ GEN ED Teacher: _____ Week# _____

Directions: Sped Teacher provides PM1 to Gen Ed Teacher prior to the week screening will occur. Gen Ed Teacher completes PM1 indicating "Passing" with a checkmark OR "At Risk of Failure" with provided code(s) for each student. If a student is at risk of failure, the Gen Ed teacher indicates whether or not an SBLC meeting is needed; and explains why or why not under "Comments." If an SBLC meeting is warranted, Gen Ed Teacher completes PM2 for each failing student. PM Forms are returned to Sped Teacher by 8:00am Monday of the next week. (Ex: Week 1 - Aug 14th-18th. Sped disseminates PM1 by Aug 11th. Gen Ed returns by 8:00am Aug 21st.)

Students	Subject/ Period	Passing (✓)	At Risk of Failure		Comments
			Reason Code(s) <i>(See below)</i>	SBLC Meeting Needed? YES* or NO	

General Education Teacher Signature: _____ Date Completed: _____

Special Education Teacher Signature: _____ Date Received: _____

CODES FOR ANALYSIS OF FAILURE					
1	Excessive Absences		6	Lack of Participation	
2	Incomplete Assignments		7	No Motivation	11
3	Low Test Grade(s)		8	Limited Ability	12
4	Non-Utilization of CMC		9	Unprepared for Class	13
5	Inattentiveness		10	Late Entry/New Student	Other:

***Complete General Ed Concern Form (PM2) and return with PM1 by 8:00am Monday of the following week if SBLC meeting is warranted. Sped Teacher is responsible for notifying the SBLC Chair immediately to request a meeting.**
Note: Five (5) days of suspension (ISS or OSS) triggers a mandatory SBLC Meeting.

General Education Concern Form (PM2)

School: _____ Student: _____ SPED Teacher: _____ SBLC Chair: _____ Date: _____

Directions: IF PM1 indicates an SBLC meeting is warranted, Gen Ed Teacher completes this form (PM2) and attaches supporting documentation of reason(s) for student failure. All forms (PM1, PM2, & attachments) are returned to Sped Teacher the following Monday by 8:00am. Sped Teacher notifies SBLC Chair to schedule meeting within the week. SBLC Chair sends prior written notice to participants who will be invited. Sped Teacher places copy of PM2/attachments in Pupil Appraisal folder at the school.

General Ed Teacher _____	Failure Code(s) from PM1	Student is having <u>academic</u> difficulty with: (Be specific)	Student is exhibiting the following <u>behavior</u> : (Be specific)	REQUIRED Interventions/Strategies Implemented: (Attach documentation)
Subject:				
Subject:				

Scheduled Test(s): (Upcoming & make-ups)	Date:	Missing Assignments: (Include projects, reports, etc.)	Due Date:	Total Absences: _____	Materials Reviewed (check all that apply): ___ IEP Accom/Mod ___ IEP Goals ___ FBA/ BIP ___ Progress Reports ___ V-Math ___ Sunday ___ Power School ___ Charting ___ Test Scores ___ Fountas/Pinnell ___ Grade Book ___ Other: _____
_____	_____	_____	_____	Minor Referrals: _____	
_____	_____	_____	_____	Major Referrals: _____	
_____	_____	_____	_____	Total ISS Days: _____	
				Total OSS Days: _____	

Comments:

.....

Date Received by Sped Teacher: _____ All documentation attached: Y or N SBLC Meeting will be held on: ____/____/____ @ Time: _____

Participants to be invited: _____
 (Name/Position) _____

Place 1 copy in Pupil Appraisal Folder - File 1 copy in Special Ed. Classroom Notebook - cc: Special Education Director

Evidence of School Building Level Committee Collaboration (PM3)

Refer to pages 4-5 of the NPSB Discipline Guidelines for Special Education

Attach prior written notice letter of SBLC meeting to this form

School: _____ Student: _____ SPED Teacher: _____ GEN ED Teacher: _____ Date: _____

Specific Interventions/Strategies	Personnel Responsible	Timeline for Implementation	Results/Follow-Up
---			Date: _____ Comments: _____
---			Date: _____ Comments: _____
---			Date: _____ Comments: _____

SBLC Meeting Participant Signatures:

_____ Principal	_____ Date(s)	_____ Pupil Appraisal	_____ Date(s)	_____ SBLC Chair	_____ Date(s)
_____ Special Ed Teacher	_____ Date(s)	_____ General Ed Teacher	_____ Date(s)	_____ Parent	_____ Date(s)
_____ Other:	_____ Date(s)	_____ Other:	_____ Date(s)	_____ Other:	_____ Date(s)

Pupil Appraisal visited class on: _____
 Pupil Appraisal visited class on: _____
 Pupil Appraisal visited class on: _____

Interventions Implemented
 Interventions Implemented See PM4
 Interventions Implemented See PM5

Pupil Appraisal received PM2 on: _____

**File this completed form in student's IEP folder – File 1 copy Special Ed. Classroom Notebook – File 1 copy in Pupil Appraisal Folder
 cc: Special Education Coordinators & Special Education Director**

Progress Monitoring Noncompliance Level 1 (PM4)

School: _____ Principal: _____ Pupil Appraisal: _____

Today I reviewed the records for (student) _____ and found failure/noncompliance of:

- ___ Special Education Teacher, _____, is not disseminating the Progress Screening Form (PM1) to student's General Education Teacher(s) prior to the week of screening.
- ___ General Education Teacher(s), _____, _____, _____ is/are **not** completing the Progress Screening Form (PM1) and returning it to Special Education Teacher by 8:00am the following Monday; or, not completing the General Education Concern Form (PM2) when an SBLC meeting is warranted due to student being at risk of failure.
- ___ The SBLC (School Building Level Committee) is not meeting to discuss student problems and is not documenting decisions made concerning students (interventions, timelines, follow-up) on the Evidence of School Building Level Committee Collaboration (PM3).
- ___ Meeting to discuss student problem(s) was not held during the week after it was reported.
- ___ Plans of action developed at the SBLC meeting documented on PM3 are not being implemented.
- ___ Behavior Management Plan is not being properly implemented by _____.
- ___ Behavior Management Plan is not being properly documented by _____.

Monitored by Pupil Appraisal Member: _____ Date: _____

Principal Signature of Notification: _____ Date: _____

A meeting to discuss the above issues of noncompliance is scheduled for ____/____/____ with the following:

Principal _____ SPED Coordinator _____ (_____) (_____)

cc: Principal, Special Education Coordinators, Special Education Director

The scheduled meeting was held and the following decisions were made to resolve the above issues:

Personnel present at the meeting: _____

School Principal Signature: _____ Date: _____

SPED Coordinator Signature: _____ Date: _____

Cc: Principal, Pupil Appraisal, Special Education Director

Pupil Appraisal Signature: _____ Date Received: _____

Progress Monitoring Noncompliance Level 2 (PM 5)

School: _____ Principal: _____ Student: _____ Date: _____

A meeting to discuss issues concerning the implementation of interventions for this student was held on _____, with a Special Education Coordinator, the School Principal and involved school personnel. A plan was developed on Progress Monitoring Noncompliance Level 1 (PM4) to ensure services noted on PM3 would be provided to this student.

Today I visited the classroom and found that the plan was still not being implemented as needed. The following areas are in question:

- _____ Special Education teacher, _____, is not disseminating the Progress Screening Form (PM1) to student's general education teachers prior the week of screening.
- _____ General Education teacher, _____, is not completing the Progress Screening Form (PM1) and returning it to Special Education teacher by 8:00am Monday of the week following screening.
- _____ General Education teacher, _____, is not completing the General Education Concern Form (PM2) when an SBLC meeting is warranted due to student being at risk of failure; and/or returning it to the Special Education teacher by 8:00am Monday of the week following screening.
- _____ The SBLC (School Level Building Committee) is not meeting to discuss student problems and is not documenting decisions made concerning students (interventions, timelines, follow-up) on the Evidence of School Level Building Committee Collaboration (PM3).
- _____ Meeting to discuss student problems was not held during the week after it was reported.
- _____ Plans of action developed at the SBLC meeting are not being implemented.
- _____ Behavior Management Plan is not being properly implemented by _____.
- _____ Behavior Management Plan is not being properly documented by _____.

Monitored by Pupil Appraisal Member: _____ Date: _____

Principal Signature of Notification: _____ Date: _____

cc: Principal, Special Education Coordinators, Special Education Director, Superintendent

SPED Coordinator Signature: _____ Date Received: _____

SPED Director Signature: _____ Date Received: _____

Superintendent Signature: _____ Date Received: _____