

BPS RTI 2014-2015

Guidelines for Parent Communication Regarding Students Receiving Interventions

We value parents' input and support when planning and providing interventions for students.

Parents need to be made aware of any gap areas that a student is evidencing and also the school's plan to address the gap. Ongoing communication should occur to keep parents informed of student progress. **When an intervention is no longer needed, parents need to receive written notice regarding the discontinuation of the plan.**

Start of Intervention

A letter is sent home informing the parents of the need for an intervention, the data that evidences the gap and the details of the plan to address the gap. A letter is included on the BPS Elementary RTI site. **When a child is performing a year or more below grade level, the parents should be invited in for a meeting with the teacher and or intervention provider to enhance communication.** Ensure that parents understand the student's strengths, needs, plan for intervention and progress monitoring at the start of an intervention.

Progress Review

A letter needs to be sent home after each formal progress review meeting to inform parents of student's progress toward closing the gap. A letter is provided on the BPS Elementary RTI site.

Discontinue an Intervention

When a student has closed his/her gap and is no longer in need of an intensive intervention, parents need to be notified in writing. A letter is included on the BPS Elementary RTI site for this purpose. **A parent signature is required when exiting a student from a reading intervention plan. Then this letter, with parent signature, needs to be scanned and then uploaded into Aspen in parent signature box on Aspen Intervention Plan**

All of the letters included on the BPS Elementary RTI site can be customized to meet a school's needs as long as there is approval from the building principal.

Ongoing communication can be accomplished via in person meetings, e-mails, written correspondence and conference calls, but parental involvement is required.)