



# **Seven Hills Charter Public School Academic and Behavior Support Guide (District Curriculum Accommodation Plan)**

Our mission at Seven Hills Charter Public School is to prepare a diverse cross-section of Worcester children for success as students, workers, and citizens by providing them with a high-quality education at prevailing public school costs.

Seven Hills Charter Public School does not discriminate on the basis of race, color, national origin, religion, sex, ethnicity, sexual orientation, age, ancestry, athletic performance, disability status, housing status, proficiency in the English language or a foreign language, or prior academic achievement.

## Philosophy Statement:

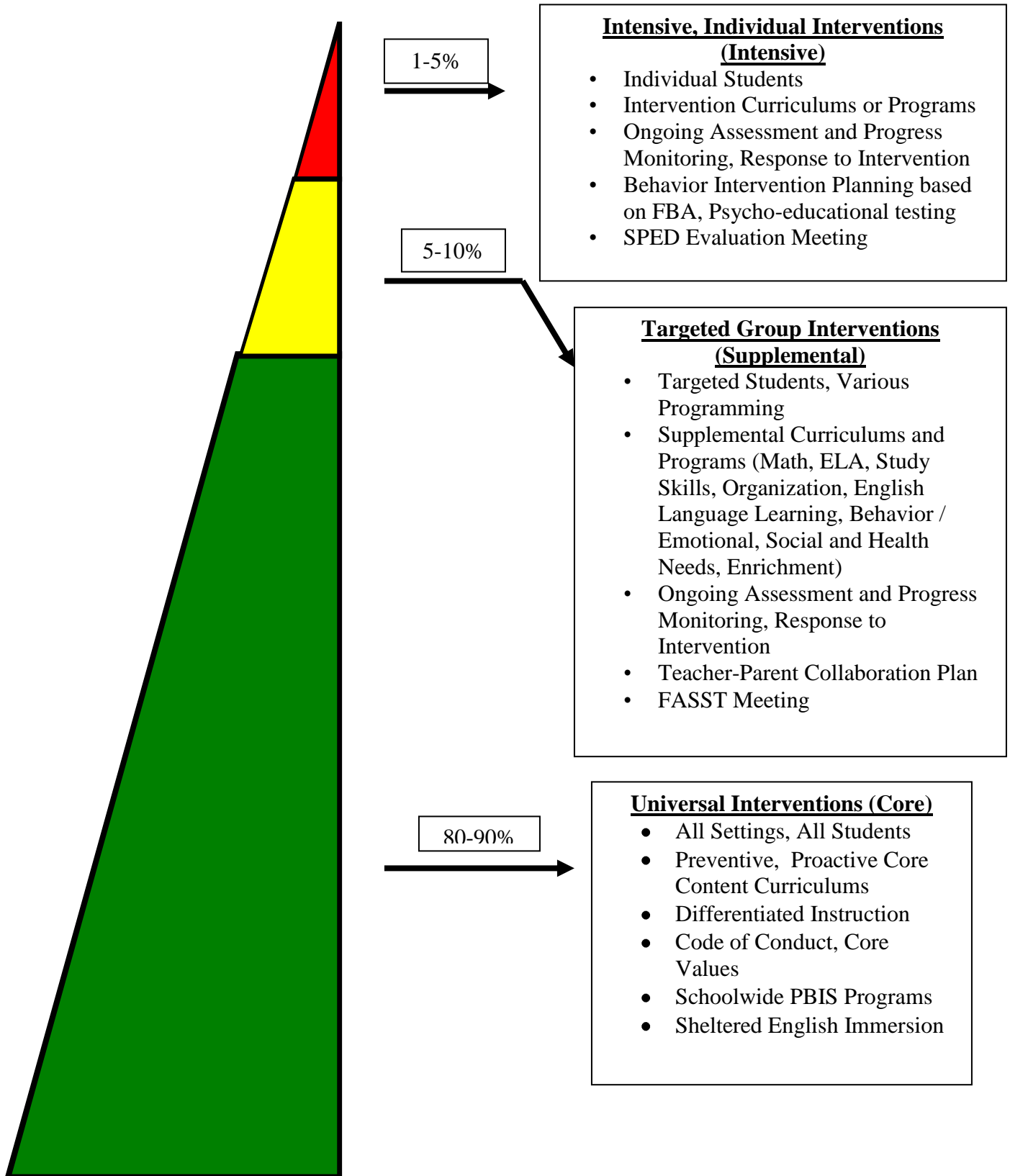
At Seven Hills, we firmly believe that all students are capable of meeting the high standards we set for academic and behavioral performance and we understand that the entire school community shares the responsibility of helping each child succeed.

Each core classroom is staffed by two highly qualified educators who work together with school support staff (English language learning teachers, special education teachers and related service providers) to ensure student achievement data is analyzed so that instruction can be differentiated in order to meet the wide range of needs present in every classroom. To do this, students participate in full class lessons as well as small group or one to one instructional opportunities. By flexibly grouping students and integrating the arts and technology into the classroom, students can access the general curriculum and demonstrate their understandings in a variety of ways.

The school curriculum is designed to allow for individualized action planning. By using a three-tiered approach, all students are exposed to a rich core program as well as daily opportunities for enrichment or remediation, based on needs identified through data analysis, observation and interview techniques. The final tier of the Seven Hills program provides a full range of services for students with specialized needs. For additional information regarding the components of our three-tiered curriculum, please refer to the “Curriculum Overviews” section of the Seven Hills Staff and Family Handbook and Policy Manual.

Seven Hills supports a collaborative model of educating children. Our goal is to work as a team to ensure that each student receives the appropriate level of challenge and support. When teachers and staff join forces with families and community members, children gain access to a powerful network of support. By using the problem solving model described below, we can explore the heart of a concern and design, implement and monitor the effectiveness of interventions. The Family and Student Support Team (FASST) has been developed to help staff and families navigate through the support process at Seven Hills. Staff members, parents or students can request support through the FASST process by contacting the Head of School. Following the referral, a member of the FASST team will conduct an intake interview to begin the problem solving process.

## Three Tiered Model of -Support



# **The Problem Solving Model and FASST Process**

## **Problem Identification**

Is the child at risk of difficulty learning because of missing academic or behavioral skills?

*Staff member, parent, student or FASST team identifies a concern. The staff member works with the student, family and colleagues to address the concern. If improvement is not noted, the staff member, parent or student can trigger the FASST process by notifying their Head of School.*

## **Problem Validation (Certification)**

Is the child missing skills that precipitate behavior (behavioral or academic) of sufficient severity and persistence that intervention is warranted?

Why is the problem occurring?

*A FASST case manager will meet with the person making the referral to carefully complete an intake packet and conduct an intake interview. At this time, the case manager will record information regarding the concerns and the child's response to intervention. The case manager may recommend additional observation or data collection (see data collection charts) and may offer some initial interventions to be tried (see FASST resource binder, Interventioncentral.com, PRIM, BIM). The Head of School will develop a FASST team and schedule a meeting date.*

## **Exploring Solutions**

What skills should be taught and how should they be taught?

What are the goals of instruction?

*A FASST meeting will be held with the parent, referring teacher and support team to brainstorm interventions and develop an action plan. (see FASST facilitation guide)*

## **Evaluate Solutions**

Is the intervention effective in improving the child's academic/social behavior?

*The case manager will follow up with the referring individual to monitor student progress and determine if a follow up meeting is necessary. At a follow up meeting, the effectiveness of the interventions will be measured and it will be determined if further interventions or evaluations are necessary.*

## **Problem Solution**

Is the child still at risk for learning difficulties due to the identified problem?

Is the intervention still warranted or is another in order?

*If the FASST participants suspect that the student may have a disability requiring specialized instruction, they may refer the student for a special education evaluation.*

**Academic Data Collection Suggestions:**

<b>Source of Information</b>	<b>Location of Information / How to Access Support with Collection</b>
Enrollment History	Cumulative File – Main Office, Sign Out Log
Retention Information	Cumulative File – Main Office, Sign Out Log
Interview Previous Teachers	
Medical Information, Vision, Hearing (per release)	Cumulative File – Main Office, Sign Out Log Nurse’s Office
Mental Health Information (per release)	School Psychologist, Guidance Counselor
Attendance / Tardies	Student Information Manager – Main Office
Observation Notes	Personal Records, Pre-referral Information, Data Day Notes
Work Samples	Personal Records, Portfolio
SLCs	Cumulative File – Main Office, Sign Out Log
MCAS	Cumulative File – Main Office, Sign Out Log Test Wiz
AIMS Web (ORF, NWF, PSF,ISF)	Secure Shared File – ELA Spreadsheet
SRI	SRI Report, Shared File – ELA Spreadsheet
AIMS Web TENS	Secure Shared File – Math Spreadsheet
Study Island (PA, EA, JA)	YPP Reports, Shared File – Math Spreadsheet YPP
Standards Mastery	Secure Shared File – Standards Based Report Cards Gradebook
Tutorial and Intervention Assignments and Progress Monitoring Results	Secure Shared File – ELA Spreadsheet (includes math tutorials); Computer Based Intervention Reports
ELL Performance Results (Mela-O, MEPA)	ELL Files
Special Education Records, FASST Records	SemsTracker, Sped and FASST Files
Other:	
Other:	

### Behavioral Data Collection Suggestions:

(Create a help desk guidance / discipline ticket for assistance collecting data.)

Method	Usefulness	Examples of Behaviors
Functional Behavior Analysis	Completed by school psychologist, behavior intervention specialist or guidance counselor. Synthesizes observations, and interviews with student, family and staff. Links family history and home and health with school performance information assessment.	Repetitive or severe behavioral or emotional needs.
Functional Behavior Analysis / Behavior Intervention Plan (Simplified)	Completed with referring teacher, family member and FASST / PBS Team. Identifies triggers and alternative pathways.	Emerging trends of emotional or behavioral needs.
Permanent Product	Precise and objective	Words correct on a spelling test. Number of toys left on the floor. Number of windows broken each week.
Narrative Recording	Gives a good picture of overall situation. Information can then be put into a sequence analysis to determine if there are any identifiable antecedents or consequences that reinforce the behavior.	Useful whenever the problem is especially difficult to define.
Duration Recording	Provides useful information when how long a behavior persists is the primary concern.	How long a tantrum lasts? How long a child spends reading each day?
Behavior Observation for Students in School (B.O.S.S.)	Useful measure of whether or not a child is engaged or on-task.	How actively engaged a student is compared to peers? How off-task a student is compared to peers?
Scatter Plot	Combined with frequency counts, it is intended to help identify those times of the day/setting that may be more problematic for students.	Is the behavior more problematic in the morning? Does the behavior only occur in a particular class? Does the behavior only occur during transitions?
Latency Recording	Recording the length of time it takes a student to engage in a behavior following a direction.	Amount of time it takes a student to start his homework once provided with a direction.
Frequency Counts	Useful measurement technique especially for monitoring progress since it can be graphed.	How often a student raises their hand to participate? The number of times a student hits another student. Days absent from school Number of times a child goes to the bathroom.
Discipline Logs, Parent Contact Logs, FASST Records	Provides information about previous patterns of behavior, interventions and outcomes. Informs staff of parent perspective and participation throughout process.	What types of incidents are occurring? When / how frequently? Where? What has been the response? What was the effectiveness of the response? What else has been tried?

**FASST Referral Intake Form**

**Date** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Referred By** \_\_\_\_\_ **Case Manager** \_\_\_\_\_

**Parent/Guardian(s)** \_\_\_\_\_ **Home Language** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone: Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Primary Area of Concern**

Academic  
Attention

Behavior  
Other: \_\_\_\_\_

Social / Emotional

**SCHOOL HISTORY:**

**Curriculum Based Data:**

READING DATA: \_\_\_\_\_ Expected Benchmark: \_\_\_\_\_

MATH DATA: \_\_\_\_\_ Expected Benchmark: \_\_\_\_\_

BEHAVIOR DATA:

OTHER:

**Current of Past Services:**

**1) Is the student receiving or has received in the past any support services ( ex: IEP, 504, Counseling, ELL, Medical, FASST plan, outside agencies, etc.):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2) Has this student been retained in any grade?**       Yes: Grade \_\_\_\_\_

No

**3) Are there or have there ever been attendance concerns? (Check with Student Information Manager and attach attendance report).**

Attendance was an area of concern in past years

Frequent absences     Frequent tardiness     Frequent moves

Attendance is an area of concern this year:

Frequent absences     Frequent tardiness

Attendance is not an area of concern.

**4) Check with the school nurse to get vision and hearing screening results:**

HEARING:  Passed  Failed                      VISION:  Passed  Hearing

**5) What Tier II reading and/or math interventions has this student had in the past two years?(attach progress monitoring information)**

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**6) Did you or anyone else develop a Functional Behavioral Assessment and/or Behavior Support Plan for this student? Please attach a copy.**                       Yes                       No

**7) Does this student have a Student Success or Academic Probation Plan?**     Yes                       No

**Additional Comments:**

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**Attachments:**

- Parent Contact Notes
- SLC
- Standardized Testing / Progress Monitoring Reports
- Time Out Slips / Office Discipline Report
- Current attendance report
- Student Success / Academic Probation Plan

Intake Interview Date/Time \_\_\_\_\_

## Referral Interview

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Referring Teacher:** \_\_\_\_\_ **Case Manager:** \_\_\_\_\_

**Reminder: Before starting this component please make sure that the referral packet is fully completed and is available during this interview process.**

### Nature of Concerns

**Identify areas in which the student has a significant strength (S) or significant weakness (W). Please attach any work samples or data that illustrates this weakness.**

#### READING

- Sight Word
- Phonemic Awareness
- Phonics skills
- Fluency
- Vocabulary
- Comprehension

#### MATH

- Number Sense
- Computation
- Reasoning
- Choosing Operations
- Math Facts
- Word Problems

#### WRITTEN LANGUAGE

- Sentence Structure
- Vocabulary
- Organization
- Spelling
- Punctuation/ Capitalization
- Grammar

#### ORAL LANGUAGE

- Oral expression
- Communication
- Comprehension
- Follows directions
- Vocabulary
- Participates in class discussions

#### LEARNING BEHAVIOR

- Attention
- Impulse Control
- High Energy Level
- Low Energy Level
- Organization
- Frustration Tolerance
- Completes Assignments

#### SOCIAL ADJUSTMENT

- Truthfulness
- Develops friendships
- Respects Others
- Emotionality
- Cheating
- Stealing
- Interactions w/ others

#### PROCESSING SKILLS

- Fine Motor Skills
- Gross Motor Skills
- Reversals/Transpositions
- Sequencing
- Copying
- Memory

#### ADAPTIVE SKILLS

- Social Maturity
- Self-Help Skills

## Impact of Interventions

*Please check and rate the interventions/accommodations you have tried.*

1=Ineffective

2=Sometimes effective

3=Usually effective

### Academic Interventions

### Effectiveness Rating

__ Tutorial Assignment _____ and Tools	1	2	3
__ Instructional Technology _____	1	2	3
__ CWPT _____	1	2	3
__ Preview Materials Prior to Whole Class Instruction	1	2	3
__ Alternative Materials – Same Concepts, Lower Reading Lev.	1	2	3
__ Audio Tapes	1	2	3
__ Pre-Highlight Materials	1	2	3
__ Prepared Notetaking Form	1	2	3
__ Sentence Starters, Fill in Blanks	1	2	3
__ Use Index Cards to Record Major Themes	1	2	3
__ Provide Discussion Questions Prior to Lesson	1	2	3
__ Give Pg. #'s to Help Find Information	1	2	3
__ Procedural Guides – Checklists	1	2	3
__ Shorten Assignment to Focus on Mastery of Key Concepts	1	2	3
__ Substitute Alternatives for Written Assignments / Vary Assessment Format	1	2	3
__ Provide Quiet Workspace	1	2	3
__ Provide Study Guides	1	2	3
__ Provide Tools (Numberlines, Alphabets, Formulas, etc.)	1	2	3
__ Other _____	1	2	3

### Language or Motor Interventions

__ Allow Extra Time for Processing / Writing or Copying	1	2	3
__ Do Warm Up Exercises	1	2	3
__ Simplify Instructions – Student Repeats Steps Back with Visual Cue	1	2	3
__ Use Consistent Soundbites – Emphasize and Repeat Key Vocabulary and Concepts	1	2	3
__ Provide Visual Cues	1	2	3
__ Provide Opportunities to Process Information Verbally with Peer	1	2	3

___ Provide Demonstrations and Opportunities to Participate Kinesthetically	1	2	3
___ Introduce or Reinforce Concepts Through Art and Music	1	2	3
___ Explicitly Teach Connections (To Text or Learning Experiences, Self and World)	1	2	3
___ Teach Imagery	1	2	3
___ Summarize Information and Teach Summarization Strat.	1	2	3
___ Categorize Information to Identify Connections	1	2	3
___ Explicitly Teach Semmantic and Syntatic Features	1	2	3
___ Bring Copying Task to Nearpoint	1	2	3
___ Have Student Write on Slanted Surface	1	2	3
___ Provide Tools (i.e. specialized grip, paper, etc.)	1	2	3
___ Allow Alternative Body Positions While Working	1	2	3
___ Other _____	1	2	3

## Behavioral Interventions

### I. Prevention Techniques

___ Change in seating	1	2	3
___ Modify assignments to match skill level	1	2	3
___ Use visual cues/graphic organizers	1	2	3
___ Provide written/visual schedule	1	2	3
___ Use proximity cues	1	2	3
___ Provide choice about assignment	1	2	3
___ Use physical cues	1	2	3
___ Minimize/Structure transition time	1	2	3
___ Other _____	1	2	3

### II. Instructional Techniques

___ Reminder of expectations before activity	1	2	3
___ Written behavior contracts	1	2	3
___ Teach self-monitoring	1	2	3
___ Model/practice/praise expectation in context	1	2	3
___ Systematic feedback about behavior	1	2	3
___ Daily check-in/check-out with adult to discuss progress and goals for improvement	1	2	3
___ Other _____	1	2	3

### III. Consequences for Behavior

*(To increase behavior)*

___ Frequent, consistent, specific verbal praise	1	2	3
___ Referral to other adults for praise	1	2	3
___ Nonverbal praise (high five, thumbs up)	1	2	3
___ Parent contact	1	2	3
___ Point system for specific behavior	1	2	3

- \_\_\_ Incentive (circle: daily, weekly, monthly) 1 2 3
- \_\_\_ Reinforcement type:
  - Consumable (food, drink, candy) 1 2 3
  - Tangible (toys, games, stickers) 1 2 3
  - Social (partner work, talk-time) 1 2 3
  - Independence (HW pass, free time) 1 2 3
- (To decrease behavior)***
  - \_\_\_ Time out procedures in classroom 1 2 3
  - \_\_\_ Sent to office/counselor 1 2 3
  - \_\_\_ Loss of privileges 1 2 3
  - \_\_\_ Detention/Suspension 1 2 3
  - \_\_\_ Parent contact 1 2 3
  - \_\_\_ Verbal reprimand 1 2 3
  - \_\_\_ Other \_\_\_\_\_ 1 2 3

**Next Steps**  
**Data Collection**

Question to Be Answered	Tool / Technique to Be Used to Find Answer	Person Responsible	Due Date	Completed

**Interim Intervention Suggestions**

Intervention	Tools Needed	Person Responsible	Outcome

FASST Meeting Invitees \_\_\_\_\_

FASST Meeting Date / Time / Location \_\_\_\_\_

## FASST Team Meeting Facilitator's Guide

### **Part 1 (6min.)**

#### **Define Problem**

- Remind Team about issues pertaining to confidentiality and protocol
- Assign a notetaker and timer for the meeting
- Ask referring teacher to concisely explain problem
- Re-state problem in observable and measurable ways
- If there is more than one problem noted, list in order of importance
- **DO NOT ALLOW TEAM MEMBERS TO ASK QUESTIONS YET**

#### **Problem Certification**

- Present data collected
- Describe interventions attempted

### **Part 2 (4min.)**

#### **Problem Clarification**

- Invite team members in sequence to ask questions
- Allow team members to pass
- Redirect questions that criticize teacher
- Rewrite problem in measurable terms and develop a goal
- **DISCOURAGE SUGGESTIONS AT THIS TIME**

### **Part 3 (12min.)**

#### **Explore Solutions**

- In sequence, allow team members to offer practical suggestions
- Suggestions should be directed towards facilitator not teacher
- Focus on options that are positively driven and can be employed immediately
- **DISCOURAGE THE TEACHER FROM RESPONDING AT THIS TIME**

### **Part 4 (5min.)**

#### **Selection of Solutions to Be Implemented**

- Allow referring teacher to guide this process and indicate which workable ideas will be adopted. An explanation as to why is not necessary.

### **Part 5 (2min.)**

#### **Plan Development**

- Invite teacher to map out details time including time frame
- Arrange for follow-up planning time
- Establish follow-up meeting if necessary

### **Part 6 (1min.)**

#### **Wrap-up**

- Summarize what has been achieved at this meeting
- Use meeting form as a tool to summarize.
- Save all forms.

**FASST Solution Sheet**

**Student Name:**

**Grade:**

**Date:**

Referral Made By:

Meeting Attendees:

**Nature of Concern** (Provide just a brief description and attach the intake forms.):

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**Measurable Goal** (Include goal, timeline and tool to determine attainment.):

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**Interventions (Classroom, School, Home, Community):**

**Classroom Based Interventions:**

<b>Intervention</b>	<b>Frequency/Duration/ Grouping</b>	<b>Progress Monitoring Tools</b>	<b>Driver</b>

**School Based Interventions:**

<b>Intervention</b>	<b>Frequency/Duration/ Grouping</b>	<b>Progress Monitoring Tools</b>	<b>Driver</b>

**Home Based Interventions:**

<b>Intervention</b>	<b>Frequency/Duration/ Grouping</b>	<b>Progress Monitoring Tools</b>	<b>Driver</b>

**Community Based Interventions:**

<b>Intervention</b>	<b>Frequency/Duration/ Grouping</b>	<b>Progress Monitoring Tools</b>	<b>Driver</b>

Other

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Steps ( If any):

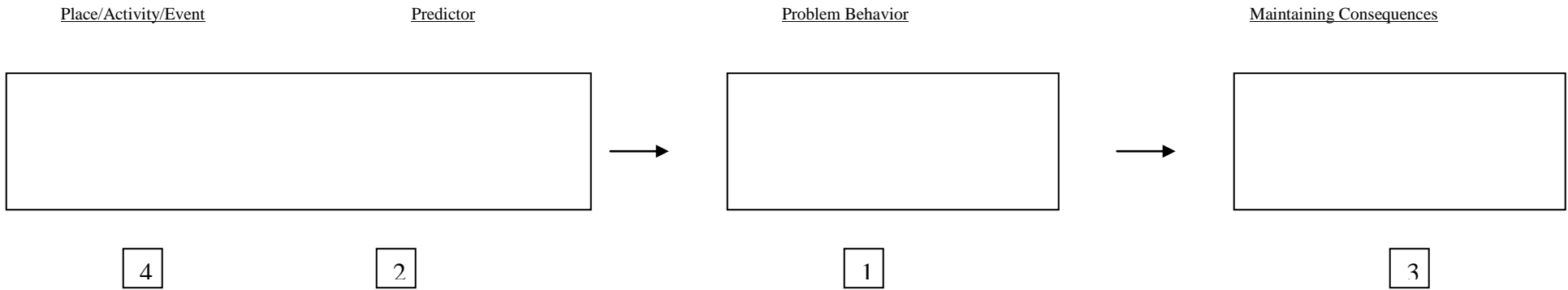
\_\_\_\_\_  
\_\_\_\_\_

Follow Up Meeting / Check In Date: \_\_\_\_\_

Case Manager: \_\_\_\_\_

All notes should be hard copied to the Head of School and referring teacher and entered into SEMSTracker.

## Functional Behavior Assessment (Simplified)



Complete the diagram following the numbered sequence (Behavior first, then Predictors, etc.). Consider the items below as possible elements for inclusion in the series.

What events, places, or activities tend to be associated with the behavior?

- Lack of sleep
- Illness
- Physical pain
- Hunger
- Trouble at home
- Fight/conflict with peers
- Noise/distractions
- Other:

What appears to set off the behavior?

Class demands that are:

- Too hard
- Boring
- Unclear
- Long

- Teacher reprimands
- Peer teasing
- Peer encouragement
- Other:

What does the behavior look like?

- Late to class
- Talking out
- Disruptions
- Inappropriate language
- Disrespectful behavior
- Property destruction
- Carrying weapons
- Fidgeting
- Not completing work
- Stealing
- Threaten
- Vandalism
- Insubordination
- Other:

What does the student gain from engaging in the problem behavior?

Escape or Avoid

- Teacher demands
- Teacher reprimands
- Teacher correction
- Peer social contact (teasing)
- Tasks (long, difficult)

Get Attention

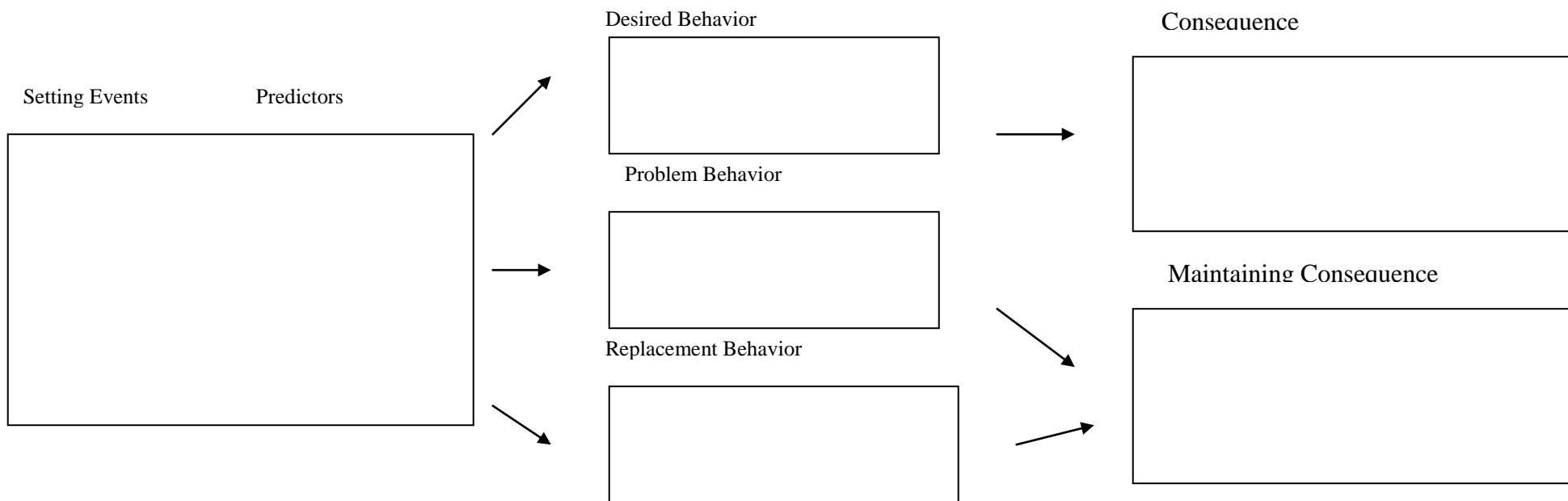
- From Peers
- From Teacher/adult

Get Activity or Item

- Access to a game
- Access to a toy
- Access to food
- Access to money
- Access to a task

\* Transfer the above information into the Behavior Intervention Plan form to develop an appropriate support plan.

## *Behavior Intervention Plan*



<p>What are the ways to change the setting to make the problem behavior unnecessary?</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify rules and expected behavior for whole class</li> <li><input type="checkbox"/> Written contract with student</li> <li><input type="checkbox"/> Change seating arrangements</li> <li><input type="checkbox"/> Change schedule</li> <li><input type="checkbox"/> Other:</li> </ul>

<p>What are the ways to prevent the problem?</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Reminders about behavior when problem behavior is likely</li> <li><input type="checkbox"/> Provide extra assistance</li> <li><input type="checkbox"/> Modify work to match student's skills</li> <li><input type="checkbox"/> Other:</li> </ul>

<p>What can be done to increase expected behaviors or to teach a replacement behavior?</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Practice expected behavior in class</li> <li><input type="checkbox"/> Self-management program</li> <li><input type="checkbox"/> Other:</li> </ul>

<p>What should happen when a problem behavior occurs?</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Rewards/Punishment program</li> <li><input type="checkbox"/> Contact with parents</li> <li><input type="checkbox"/> Reduced privileges</li> <li><input type="checkbox"/> Time out</li> <li><input type="checkbox"/> Office referral</li> <li><input type="checkbox"/> Reprimand in Class</li> <li><input type="checkbox"/> Other:</li> </ul>

<p>What should happen when desired/replacement behavior occurs?</p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Reward program</li> <li><input type="checkbox"/> Praise from teacher</li> <li><input type="checkbox"/> Other:</li> </ul>



