



PST Procedure

Ardmore High School

Who Is On The PST?

- Permanent Members
 - Principal, assistant principal, counselors
- Teachers
 - All core teachers
 - Elective Teachers
 - Health, FACS, AG

When Do We Meet?

- Every Monday
- Teachers from each department
 - English 1st Monday
 - Math 2nd Monday, etc...
- Teachers come to meet with the PST during their planning period
 - Try not to take entire period

Principal/Asst. Principal Role

- Attend weekly meetings
- Takes notes and sends weekly reminders to teachers
- Access student data during PST to help determine placement
- Teacher assignments for remediation period
- Assign students to remediation periods based upon need (Tier III, etc....)

Principal/Asst. Principal Role

- Sends home letter to all students placed in Tier III
- Attends teacher/parent conferences

Counselor Roles

- Attend weekly PST meetings
- Completes PST Log and send to CO
- Access I-Now to help with placement
- Help determine placement
- Talks with students as needed
 - Attendance, behavior, homework, etc....
- Contact parents/guardians as needed
- Attends teacher/parent meetings

Counselor Roles

- Creates a file for the forms when a student is referred to Tier III
- Refers students to special education dept. for testing
 - Completes appropriate forms in SETS
- Collects documentation from teachers to send to CO when special ed. referral is made.

Teacher Roles

- Attend one PST a month
- Document Tier II interventions
 - Folder provided by PST for this purpose
- Contacts parents as needed
- Closely monitor Tier III students to help decide if referral is appropriate
- Contacts counselor or administrator if a student is struggling that the PST needs to discuss it isn't their week to attend PST

Teacher Roles

- Completes appropriate form when referring a student for Tier III interventions.
- Provides counselor any documentation needed for special education testing.

Items Discussed at Meeting

- Teachers are asked:
 - Who is struggling
 - What Tier II interventions have you tried
 - Teachers bring documentation
 - If a student was discussed at a previous PST meeting, teacher is asked if previous interventions are effective
 - If interventions aren't working proceed to part 2

Part 2 PST Determines Need

- Does student need a Remediation Period teacher for extra help
 - Math, Reading, etc....
- Student may need monitoring and continued Tier II interventions.
- Does the student need Tier III interventions
 - If so: Reading, Math, Behavior

Part 2 PST Determines Need

- Are there other actions that could benefit the student
 - Meetings with counselors, admin, parents, etc...
- If the student has been receiving Tier III interventions do they need to be referred for special education testing?

Final Thoughts

- Most students never require Tier II (80% Ideally)
- Tier I and Tier II will work for another 15%
- Tier III will be needed for approximately 5%
- Small percentage referred to special education

Final Thoughts

- Not every student referred will qualify
- Referrals are only made after every other option is explored
 - Multiple data considered
 - Multiple interventions tried
- Quality Tier I Instruction is crucial
- Truly a collaborative effort
- Each year has been better