

## Class Pass Implementation Planning Worksheet

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| <b>Name of Program:</b>                                       |                                                                                                                                                                                                                                                                |
| <b>Intervention Coordinator:</b>                              | Member of Tier 2 team who coordinates this intervention                                                                                                                                                                                                        |
| <b>Student Selection</b>                                      |                                                                                                                                                                                                                                                                |
| <b>How will students be selected?</b>                         | Tier 2 team will review list of students that are either teacher reported or screened in as being escape motivated; task avoiders or highly anxious. This intervention can also be used for students who need breaks to work on emotional regulation.          |
| <b>How many students can be served?</b>                       | Ideally 1-2 per classroom, with possibly more if teacher is skilled at behavioral management.                                                                                                                                                                  |
| <b>How will parents be notified/consent gained?</b>           | Parents will be contacted by X via phone/email to invite student to participate and obtain parent consent. X will also provide training on the intervention to parents.                                                                                        |
| <b>Implementation</b>                                         |                                                                                                                                                                                                                                                                |
| <b>Example goal for Student Success Platform</b>              | As part of Class Pass Program X will meet established goal of X% on their Class Pass system 4 out of 5 days. (Note: Initial goal should be established after collecting 3-5 days of baseline data from teacher (goal level can increase from there over time). |
| <b>When will the intervention occur during the day?</b>       | Teacher meets with student at beginning/end of day to provide passes. Student turns in tracking form and unused passes at the end of the day for a reinforcement item.                                                                                         |
| <b>How long will it last?</b>                                 | Beginning and end of day greeting should take no more than 1 minute. Student feedback should happen frequently, as the student build the social emotional skills needed to regulate behavior on their own.                                                     |
| <b>Who will provide intervention?</b>                         | Classroom Teacher                                                                                                                                                                                                                                              |
| <b>Where will it occur?</b>                                   | Classroom                                                                                                                                                                                                                                                      |
| <b>How will implementation fidelity be monitored/tracked?</b> | Coordinator or Tier 2 team member will provide coaching and support to staff new to intervention (moving from daily, twice weekly, weekly) and Teachers will track their fidelity of use of the intervention.                                                  |
| <b>Progress Monitoring</b>                                    |                                                                                                                                                                                                                                                                |
| <b>How will student progress be monitored (PM)?</b>           | Class Passes, Class Pass weekly tracking form, office referrals, time on task attendance and time in the classroom.                                                                                                                                            |
| <b>How frequently will PM occur?</b>                          | Teacher will review progress towards goal weekly with student. Tier 2 team will monitor overall progress every two weeks.                                                                                                                                      |
| <b>Who is responsible for PM?</b>                             | Teacher is responsible for student feedback; Class Pass coordinator for overall Progress Monitoring.                                                                                                                                                           |

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| <b>When will the PM data be looked at by the team?</b>                 | As part of Tier 2 team reviews every two weeks.                                                                                                         |
| <b>What is the average length of time in program?</b>                  | 6-10 weeks.                                                                                                                                             |
| <b>How will the team determine if a student is ready to be exited?</b> | Meeting goal of 70-80% on Class Pass over 2-3 weeks. Move to self-monitoring for one month to fade supports and check for stability of behavior change. |
| <b>What will the team do if a student is not making progress?</b>      | Adjust goals for student, modify reinforcer plan, check for implementation fidelity                                                                     |
| <b>Communication</b>                                                   |                                                                                                                                                         |
| <b>What will parent and teacher communication look like?</b>           | Teachers will report weekly progress home to parents via note, email or phone call.                                                                     |