

Lead Guide:

Student Name:

## STAFF RESPONSE PLAN

(to be completed by the Lead Guide; please date each response and attach any additional documentation, i.e. incident & behavior reports and logs)

- STEP 1: Factor in your classroom environment. Please note all changes you have considered/made to the physical environment to address this issue.

- STEP 2: Factor in your routine. Please note all changes you have considered/made to the routine to address the issue.

- STEP 3: Factor in yourself. Please note all changes you have considered/made after thorough self-reflection to address the issue. What questions did you ask yourself? What resources did you seek out to better understand the issue and develop your own skills in order to meet the needs of this child? What are your expectations for this child and are they age appropriate? How did these resources/questions affect your actions in prevention or response to this issue?

- STEP 4 : Factor in observations (Please attach relevant observation notes). What observations have you made surrounding this issue? Is there a certain time of day this occurs? Are there multiple children involved and, if so, what observations have you made about the other children in regards to this issue? What positive things have you observed and learned about this child and how have you applied that knowledge to your approach? What have you learned from administrator observation feedback and how have you applied that knowledge to address this issue?

- STEP 5 : Factor in the home life. What have you learned from conversations with parents in regards to this situation & how have you applied that knowledge to this issue?

- STEP 6 : Factor in developmental concerns. Do you have any concerns about this child's development? If so, why and what are the concerns? How did you come to this concern? \*Please note staff may not discuss developmental concerns with parents until a thorough discussion and evaluation with administrators.\*

-STEP 7 (to be completed by the Administrator): After careful review of the above and all attached and related documents, please provide below your final comments on Staff Response Plan and recommendation for next steps.