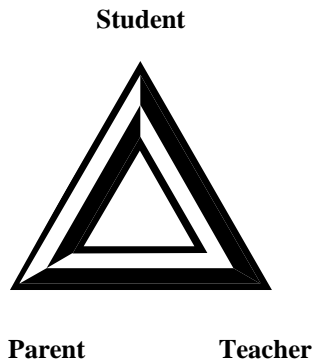


## Core IST Principles

### Charles Carroll Elementary

#### Instructional Support Team

#### Collaborative Problem-Solving



#### We believe that....

- On-going and meaningful involvement of families increases student success.
- All students can learn and achieve high standards as a result of an instructional match and effective instruction.
- A tiered system of interventions is necessary in order to address the needs of all students.
- Through creative problem solving and instructional decision making students will meet with success.
- When academic and behavior performance data is used to make informed decisions, student achievement improves.



Charles Carroll Elementary's Instruction Support Team: Ms. Kretzer (Co-Facilitator), Mrs. Kowaleviocz (Co-Facilitator), Mrs. Freed, Mrs. Meekins, Mrs. Kartalia, Mrs. Burgoon, Mrs. Krumrine, Miss Munday, Miss Mahaney

Charles Carroll Elementary  
3719 Littlestown Pike  
Westminster, MD 21158

Phone: 410-751-3211

## What if my child needs extra support in school?



**Charles Carroll  
Elementary's Instruction  
Support Team: Ms. Kretzer  
(Co-Facilitator), Mrs.  
Kowaleviocz (Co-**



**Where Learning Never Ends...**

## IST

### A Three Level Process

#### Level 1 “Kid Talking”

Teacher identifies student(s) in need of additional help or support.

Teacher discusses student concerns with grade level team during “Kid Talking” meeting. The team decides on a plan for implementing strategies. Teacher contacts parent/guardian to share concerns and the plan.

Classroom strategies are put in place and data is gathered to assess the success of the plan.

#### Level 2

If a student is not successful with Level 1 Interventions the student is referred to the Instructional Support Team.

The grade level teacher meets with the Instructional Support Team to develop specific goals and a targeted plan based on the student’s needs.

The plan is implemented and data is gathered to assess improvement in the student’s performance.

#### Level 3

If a student is not successful with Level 2 interventions, the student is referred to the Special Education Team and a referral review IEP Meeting will be scheduled.

## Family Guidelines

### My Child Is Having Difficulty, What Do I Do?

#### Step 1

Talk to your child’s teacher

#### Step 2

Request a conference

#### Step 3

Parent and teacher discuss next steps



#### Step 4

Allow child to progress with decided upon interventions and plans

#### Step 5

Re-evaluate and revise child’s plan as needed.

## Instructional Support Team What is It?

The Instructional Support Team is a group of staff members committed to a problem solving process focused on creating success for all students within the classroom setting.

### Members of the Instructional Support Team

Mrs. Natalie Crist *Acting Principal*

Mrs. Stacy Kowalevycz *Co-Facilitator*

*ELA Specialist/Acting Vice Principal*

Ms. Ashley Kretzer *Co-Facilitator*

*First Grade*

Mrs. Cindi Freed *Kindergarten*

Mrs. Lisa Meekins *Second Grade*

Mrs. Natalie Kartalia *Third Grade*

Mrs. Christine Burgoon *Fourth Grade*

Mrs. Miriam Krumrine *Fifth Grade*

Miss Mary Munday *Special Areas*

Mrs. Lisa Yatovich *Special Education/  
Speech and Language*

Miss Jennie Kempf *Guidance Counselor*