

Student Success Team Plan 2020-2021

The goal of the Student Success Team is to provide timely support to our students through a team of professionals reviewing data as well as Tier 1 and 2 instruction to determine how to maximize student growth.

Team Members

Building Administrator

- *Serves as team leader for all meeting*
- *Ensures that documentation is kept on all meetings*
- *Ensure proper scheduling and tracking of student needs*
- *Holds team members accountable for their role in SST*

Classroom Teacher (s)

- *Serve as a student advocate*
- *Provide data for team review consisting of Daily work samples, Current grades, intervention data, assessments, and behavioral Observations, Hearing/Vision*

Counselors/Facilitators

- *Documentation of SST meetings*
- *Provide information to the parent on SST goals w/ classroom teacher (District resources list) and put this in student cumulative file*
- *Schedule SST meetings and provide agenda*
- *Visit with teachers regarding request for SST assistance*
- *Complete required SST forms*
- *Communicate with SST on schedules/dates of meetings*
- *Provide additional data needed such as Behavioral inventories, etc.*

SPED Designee

- *Ensures that state guidelines for progress monitoring are followed in case of SPED referral*
- *Schedule all testing in cases of referral*
- *Coordinate all testing/paperwork*
- *Provide Resources and support for administrators, teachers and students*

Interventionists

- *Provide Progress monitoring data*
- *Help teachers with interventions and differentiation ideas*

K-6 SST Referral Process

Step One (Student is experiencing Difficulty in Class)

- Teacher documents difficulties
- Teacher determines appropriate interventions and strategies
- Interventions should be consistent and done with fidelity
- If the student doesn't show improvement, proceed to Step 2

Step Two (Student has not shown improvement with classroom interventions)

- The classroom teacher should contact the math facilitator with math concerns, the literacy facilitator with literacy concerns, and the counselor with behavioral concerns
- The PLC Team will review student data (Use SST Data Form)
- The PLC Team will provide assistance with intervention strategies and suggestions to the classroom teacher for further Tier 1 and Tier 2 instruction (Ex: WIN time)
- Classroom teacher will document the student outcome of these additional interventions (SST Teacher Data Sheet)
- After 6 weeks of interventions and progress monitoring, the facilitator and teacher will decide if the student needs to be brought to the SST meeting. (this will count toward 1st six weeks of interventions)
- If the student is referred to SST, the building principal will provide access online to SST packet/materials
- The classroom teacher will fill out the packet, attach required documentation, and return it to the building principal for scheduling
- A parent letter will be sent home with information about SST (carryover students will need a new letter at the beginning of the school year)

Step Three (SST meeting)

- The SST will meet to discuss previous interventions/strategies and to plan additional techniques/services that could be applied
- Student data will be reviewed by the SST (Yellow form and required documentation)
- A follow up SST meeting will be scheduled for the student (2nd six weeks)
- If the student continues to struggle, the next SST meeting could include referral for further testing, services, interventions as determined by the team.
- If the student has made good progress, the SST file will be closed

******In the case of SBMH, please see the counselor.

******In the case of language concerns, please see the speech pathologist for screener. *******Please notify the building principal if the student fails one of their screeners.

******If a parent requests a special education referral, we have to follow through and schedule a referral through Demaris Barnett. Please take this through the building administrator first.

Grades 7-12 Student Success Team

7-12 SST Procedures

Step One

- Monthly Reports are monitored by administrators to obtain a “failing” list. If a student has two or more failing classes, they are scheduled for SST meeting. (the reports may be run more often to track kids, but the monthly report will be for SST purposes)
- A SST Documentation Form is given to the teacher of the student on the failing list - teacher fills out the form, and submits it with the proper documentation required to the building administrator
- School counselors are asked to gather data on the students background, discipline, and attendance
- Building Designee attends the meetings to supply a SPED perspective
- Students may attend the meeting to give a student perspective of why they are not succeeding in the classroom
- A plan to assist the student is derived from the meeting which usually includes time in GSPIRE or SLT.

Step Two

- Classroom teachers will provide progress monitoring data for the SST review.
- If a student is a repeat SST referral, further interventions and progress monitoring is required on the classroom teacher's part.
- A math specialist and/or literacy specialist will assist with ideas for interventions.

Step Three

- After the full 12 weeks, if a student is determined as still having difficulties, consideration is given for a special education referral. (timeline can be waived for students who fail their language screener or documented health condition)

**Students currently on a 504 or IEP should be referred for a special program conference rather than SST.*

***Teachers who are having difficulty with the SST requirements may need additional professional development, training, and coaching on Tier 1 and Tier 2 instruction.*

****Teachers can refer to SST for reasons other than the “failing” list.*

District Student Success Team

The goal of the District Success Team is to review SST procedures, support the building level SST, and review data yearly with building staff.

- Demaris Barnett - Team Leader
- Building Administrators
- Central Office Administrators

The DSST will meet monthly (admin meetings) and Mrs. Barnett will keep them informed on any building SST issues or concerns.

Mrs. Barnett will do a SST review of procedures with the DSST at the beginning of each school year and let them know of any procedural changes that need to be reviewed with the staff.

Mrs. Barnett will present the SST procedures with all new hires at the District New Hire Orientation in August

Mrs. Barnett will present a data review of the SST meetings to all administrators at the end of each school year. The DSST will share this with their building SST at the beginning of the school year

Mrs. Barnett will go through transition of students between buildings in the end of year DSST meeting to eliminate a student from falling through the cracks as they move to a new building. SST lists will be shared at this meeting.

SST Meeting Agenda

****The School SST should consist of the School Success Team members as outlined in the SST plan.***

1. School administrator calls meeting in order and does a brief review of the student case being reviewed
2. Teachers/Interventionists report current strategies and student progress
3. Administrator leads the team discussion
 - a. What do we want the student to know? - Goals
 - b. What does the students already know? - Strengths to build on
 - c. What have we already done? How has the student responded?
 - d. What are our next steps? Interventions, screeners, other referrals, etc.
4. Administrator will do a brief review of meeting outcomes/schedule/close/ or refer

****The meeting outcome form should be completed, placed in SST file, cumulative file, sent home to parents, and copies to all SST members.**