

OAKLYN PUBLIC SCHOOL DISTRICT

Commitment to Student Success Team (CSS)

Mission Statement

Our mission is to use a collaborative approach to determine the needs of individual students in order to give teachers guidance and support with planning and implementing appropriate interventions to promote student success.

Defining CSS

The CSS team is a state mandated, multi-disciplinary team which designs, implements, and monitors intervention plans for students experiencing learning or behavior difficulties.

Purpose of the CSS Team

The CSS team is a school based, problem-solving group of school professionals whose purpose is to assist teachers in the development of intervention strategies for individual students in need of assistance due to academic, behavioral, or health concerns. The goal is to collaboratively design instructional interventions and/or enhance existing methods of teaching in order for all students to succeed.

Team Composition

The CSS team may be composed of, but not limited to, the following: the school principal, the school counselor, the teacher requesting assistance, a trained general education teacher, a trained special education teacher, a child study team member and if necessary, the school nurse and/or the parents/guardians.

Roles and Responsibilities of the I&RS Team Members

Principal & CST Supervisor

The school Principal and CST Supervisor will act as the CSS team leaders/coordinators and complete the following tasks:

1. Distribute all information collection forms
2. Oversee the completion of all information collection forms
3. Summarize all information on the student in need
4. Log in all requests for assistance
5. Schedule all meetings (initial & follow-up)
6. Convene all meetings
7. Prepare meeting agendas
8. Clarify and enforce building level operating procedures and rules
9. Ensure the team adheres to all time limits
10. Participate in the problem-solving process to develop intervention strategies
11. Finalize all CSS Action Plans
12. Oversee the implementation of the CSS Action Plans
13. Provide support for those responsible for carrying out the CSS Action Plans
14. Maintain all CSS files

Teacher Requesting Assistance

1. Completes all forms and provides all appropriate information and data
2. Provides other related information at the team's request
3. Cooperates with classroom observations of the student in need
4. Participates in the problem-solving process to develop intervention strategies
5. Remains open to new ideas and ways of approaching educational problems
6. Implements and evaluates the CSS Action Plan or works with the Interventionist implementing interventions (as appropriate)
7. Documents all outcomes
8. Communicates as needed with the parents/guardians regarding the CSS Action Plan
9. Maintains accurate student CSS files
10. Abides by all privacy rights, ethical standards and applicable statutes and regulations

General Education Teacher (Trained for CSS)

1. Attends any relevant CSS training workshops
2. Assists in summarizing all of the information on the student in need
3. Assists in the problem-solving process to develop intervention strategies
4. Assists in developing the CSS Action Plans
5. Assists in reviewing outcomes
6. Supports the teacher seeking assistance
7. Makes recommendations annually to the principal for improving school programs and services based on its annual review of action plans

CST Member

1. Assists in summarizing all of the information on the student in need
2. Assists in the problem-solving process to develop intervention strategies
3. Assists in developing the CSS Action Plans, including strategies for progress monitoring
4. If necessary, observes the student in need
5. Assists in reviewing outcomes
6. Supports the teacher seeking assistance
7. Makes recommendations annually to the principal for improving school programs and services based on its annual review of action plans

School Nurse

1. Assists in summarizing all medical information on the student in need
2. Assists in the problem-solving process to develop intervention strategies
3. Assists in developing the CSS Action Plans
4. If necessary, observes the student in need
5. Assists in reviewing outcomes
6. Supports the teacher seeking assistance
7. Makes recommendations annually to the principal for improving school programs and services based on its annual review of action plans

Parents/Guardians

1. Supplies the team with all necessary information regarding their child
2. Participates in the meeting and planning process as needed
3. Communicates with the team regarding progress

CSS Team Procedures

1. The teacher (or other staff member, parent, student, etc.) fills out the *Request for Assistance Form* and the *Interventions Documentation Form* and submits these forms to the building Principal along with any additional pertinent information/data regarding the student in need
2. The Principal/CST Supervisor review all requests, determine new cases and then schedule all initial meetings
3. The teacher sends the parent form home only after a meeting has been scheduled
4. The teacher provides other related information to the team at the team's request
5. The team collaborates and problem solves in order to:
 - Identify the problem
 - Write a goal statement
 - Brainstorm interventions and data collection procedures to track progress
 - Write the Action Plan
6. The Principal/CST Supervisor sends copies of the plan to all parties responsible for the interventions
7. The Principal/CST Supervisor sends copies of the plan to the parents/guardians
8. The teacher or interventionist documents all outcomes
9. The Principal/CST Supervisor schedules a follow-up meeting
10. The team reviews outcomes and evaluates the plan
11. The team will then continue or revise the plan depending on student progress

Oaklyn Public School's CSS Team for 2017-2018

1. Jennifer Boulden - School Principal
2. Elizabeth Whitehouse - CST Supervisor
3. Jennifer Summerville - Special Education Teacher/School Learning Disabilities Teacher/Consultant
4. Alexis Schmidt - Jr. High General Education Teacher
5. Erika McCool - Elementary General Education Teacher
6. Ashley Moore - School Psychology Intern
7. Faith Alexander - School Counselor (as needed)
8. Mary Hopkins - School Nurse (as needed)