



### **STUDENT STUDY PROCESS**

**Purpose:** The Student Study Team process is designed to insure that every child who experiences difficulties be given the benefit of comprehensive and systematic help drawn from the resources of regular education.

Westlake Charter School is committed to working with students who are achieving below grade level to help them achieve at expected levels, and also to working with students who are performing above grade level and are looking for additional challenges. Westlake Charter School will identify students who are performing below or above grade level, or those students otherwise having behavioral issues, and it will utilize a Student Success Team (“SST”) process to develop a plan to address the students’ individual needs.

An SST uses a systematic problem-solving approach to assist students with concerns that are interfering with their success. The SST clarifies problems and concerns; develops strategies and organizes resources; provides a system for school accountability; and serves to assist and counsel the parent, teacher and student. An SST is a general education function. All students can benefit from an SST, including, but not limited to, those students achieving below or above grade level and students who have experienced emotional trauma, behavioral issues, or language issues.

Anyone who has a concern for a student can refer that student to SST for consideration. Anyone who is connected with that student can be included in the SST meeting to share information about the student’s strengths, concerns, and strategies that have been used in the past. These people may include, but are not limited to, teachers, parents, counselors, doctors, administration, social workers and law enforcement. The meeting is designed to bring together the people who know most about the student and to pool their knowledge and resources in a way that will best help the student.

Adopted/Ratified: January 14, 2008

Revision Date:

## Board Policy # 07-02

### **Expectations:**

1. To develop strategies and make recommendations that are useful in the classroom/ or playground area.
2. To exchange ideas, methods, techniques, and activities to help students succeed in the classroom.
3. To assist in the creation and implementation of the interventions recommended by the committee (emphasizing committee/team).

### **Procedures:**

*Before the referral:* Gather work samples/academic assessments, communicate with parents, review the cumulative file, use the PRIM book for modifications, etc.

1. Obtain a referral form. Referral forms are found in the front office. Typically this is done by the teacher but can be requested by the parent or any staff member.
2. Complete the information and return to the principal or designee.
3. The meeting will be scheduled by phone and confirmed by mail. The SST coordinator will mail out the confirmation notice and parent survey.

### **Materials needed at the SST:**

Cumulative file, recent work samples, assessment results, SST referral form, special education testing results, a list of interventions/modifications already attempted, behavior file, communication logs, and any other pertinent information that might be helpful.

### **At the meeting be ready to discuss the following:**

1. Reason for the referral and a specific statement of the problem.  
(Facts Only)
2. Student History:
  - a. Academic History
  - b. Family issues (if applicable)
  - c. Attendance/Tardy patterns
  - d. Social/Behavior problems

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### 3. Areas of student's strengths and weaknesses:

- a. Academic skills (i.e., oral reading, fine motor skills, completes homework, handwriting, etc.)
- b. Classroom behavior (i.e., peer relationships, adult relationships, work habits, attention span, etc.)
- c. Non-academic skills (athletic ability, interpersonal or leadership skills, artistic ability, etc.)

### **SST Team Responsibilities:**

- a. Review the information presented (including parent survey)
- b. Identify the concerns from the initial referral
- c. Brainstorm possible interventions
- d. Record the intervention plan
- e. Schedule a follow-up meeting

Adopted/Ratified: January 14, 2008

Revision Date: