

Student Study/Support Team (SST)

Directions to Teachers: Please note the information below is located online at Miller www.asd5.org/miller for parents and staff.

-->Academics (<http://www.asd5.org/domain/624>)

-->What can I do if my student is academically (socially or behaviorally) struggling?

SST Procedures for Staff

1. **Conversation:** General Education teacher notes concerns about a student in class and visits with the grade level counselor.
 - Has the teacher been in contact with the parent?
 - Continue with regular parental contact.
2. **File Review:** Grade level counselor completes by looking at past history (i.e. test scores, enrollment history, services in past, attendance, behavior, previous schools, previous teachers, additional data, etc)
3. **Feedback:** Grade level counselor reports back to teacher with suggestions for classroom interventions. General Education teacher tries the intervention recommendations.
 - The counselor could facilitate a grade level team meeting to share the file review data.
 - Continue with regular parental contact.
4. **If next step needed:** Grade level counselor places document titled, "**Classroom Intervention Form**" (<http://www.asd5.org/domain/624> in a .pdf format) into grade level teachers mailboxes with instructions to complete prior to scheduling an SST meeting.
 - Individual teachers apply research based interventions. The Classroom Intervention Form has several examples of interventions and other examples are included below.
 - i. <http://www.allthingsplc.info/wordpress/?tag=intervention-strategy>
 - ii. <http://www.allthingsplc.info/pdf/links/POImiddlelevelexample.pdf> (MD likes this)
 - iii. Develop a Miller Google Shared Document of Interventions
 - Remember interventions need data.
 - An intervention may take several weekly probes for proper assessment.
5. Grade level team completes "**Classroom Intervention Form**" and returns to Grade Level counselor.
6. Next, the grade level counselor **may schedule an SST** meeting with all teachers in the student schedule as well as grade level SPED teacher (as a resource)
 - 7th Grade is always on the 1st Friday of the Month @ 7:15 am in Room 102 with 7th grade counselor facilitating. Consider Grade Level Interventions
 - Target Population is always on the 2nd Friday of the Month @ 7:15 am in Room 102 with Principal facilitating.
 - 3rd Friday of Month @ 7:15 am in Room 102 with School Psychologist and Principal review cases in the pipeline. Grade Level Counselors facilitate.
 - 8th Grade SST is always on the 4th Friday of the Month @ 7:15 am in Room 102. Consider Grade Level Interventions
7. **SST Team decides** where the student needs to be referred to:
 - Attendance Board Issue
 - i. Parent involved
 - Behavior Modification
 - i. Parent involved
 - School Climate Issue
 - i. Parent involved
 - School Wide Interventions
 - i. Academic Data Plan
 - ii. Parent Involved
8. **If next step needed:** Feedback on effectiveness of the plan with data results

----- **May Consider Next Steps** -----

9. **SPED Testing Referral**

- SST reconvenes
- Principal and School Psychologist will review all SPED referrals.

10. **SPED Processes Begin**

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Step 1: Conversation with Grade Level Counselor

Step 2: File Review by Grade Level Counselor

Step 3: Feedback between Counselor and Teacher

Step 4: If next step needed, then Classroom Intervention Form

Step 5: Classroom Intervention Form

Step 6: SST Meeting Scheduled

Step 7: SST Team Refers to School Wide Interventions

Step 8: If next step needed: Feedback and Data Review

----- May Consider Next Steps -----

Step 9: SPED Testing Referral

Step 10: SPED Processes Begin