

# Interventions before SST

Terra Linda High School

In order to minimize the overall number of SST's held the following progressive steps will be followed before setting up a Student Success Team meeting for a student. The steps will be implemented progressively, so that one step will not be pursued without having first completing the previous step/s.

## Step 1 Classroom Interventions

Immediately following each grading period, and in the interim as needed, teachers meet with students earning grades of D/F in order to discuss the specific steps they should take in order to improve.

**Follow up:** Teachers will monitor the student's progress and work with the student to adjust the plan accordingly.

## Step 2 Teacher Contacts Parent

Teacher contacts parents of students who continue to struggle (D/F), communicates concerns, and makes recommendations for improvement. Teachers are encouraged to inform the student's counselor so that counselors may document the contact in Aeries.

## Step 3 Parent Teacher Conference

Teacher will meet with the parent. Parent Teacher Conferences may be initiated by parents, teachers, or counselors after classroom interventions have been applied and the teacher and parent have communicated.

**Follow up:** The student's teacher will continue to monitor the student's progress and implement further interventions as necessary. Teachers are encouraged to inform the student's counselor so that counselors may document the contact in Aeries.

## Step 4 Parent Teacher Conference with Counselor and/or Administrator

In the event that a student has not shown improvement, the teacher can request a more formal meeting with a counselor and/or administrator present.

**Documentation:** Counselors will document the meeting in the Aeries/Counseling.

**Follow up:** The student's counselor will continue to monitor the student's progress and implement further interventions as necessary.

## Step 5 Student Success Team Meeting

Counselors and administrators will hold an SST meeting when all other interventions in place have been unsuccessful and the student continues to make little or no progress. The purpose of the meeting is to review all information regarding the student: teacher observation forms, attendance and test data, and other pertinent data. The team will create an action plan for student success that involves the parents, teacher/s, the student and any other school personnel as appropriate.

**Meeting:** Counselors will hold and facilitate an SST Meeting with the support of an administrator when the steps 1-4 have not been effective and a more formal action plan is required. Teachers will provide the counselor with a completed Request for Information form at least one day in advance of the SST.

**Teacher Attendance:** Teachers are required to attend if the student is earning a grade of D/F. In the event a teacher is not able to attend a meeting, he/she will be required to notify the administrator at least 1 week in advance of the meeting date and provide supplemental information as requested by the counselor.

**Documentation:** All SST meetings will be documented in Aeries/Counseling. An action plan will be created by the team, documented and distributed to the teachers.

**Follow-up:** The student's counselor will continue to monitor the student's progress and hold follow-up meetings as needed to adjust the nature and intensity of interventions.

**Special Education Referrals:** A written request by a parent for special education will prompt an SST meeting within 15 calendar days of receipt of the request to address parent concerns and gather pertinent information.