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# STUDENT STUDY PROCESS (LNT-P007)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This procedure describes the Student Study Process in the Wenatchee School District.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

## 2.0 RESPONSIBILITY:

- 2.1 Principal, teacher, counselor, parent

## 3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Learning and Teaching

## 4.0 DEFINITIONS:

- 4.1 Student Study Team or “Staffing” Meeting — team of individuals at school sites that meet to discuss and problem-solve students of concern, including administrators, counselors, teachers, and specialists, e.g., school psychologists and special education teachers
- 4.2 Student Study Referral — referral made to a team made up of counselors, teachers, principals, and/or parents when student is made a focus of concern due to a lack of academic progress or social/emotional issues
- 4.3 Intervention Checklist — checklist of efforts initiated by classroom teacher to address a student of concern
- 4.4 504 Plan —an accommodation plan designed to address special needs of students in a regular classroom
- 4.5 Intervention documentation – collection of anecdotal and assessment data

## 5.0 PROCEDURE:

- 5.1 Teacher, principal, counselor, or parent has concern regarding a student. Using the WSD Intervention Checklist and student data, an attempt to resolve the concern occurs at the classroom level.
- 5.2 If the concern is not resolved, the principal, counselor, teacher and/or others determine a preliminary action plan. The parent/guardian is notified and/or consulted.
- 5.3 If the concern remains unresolved, in grades K-8, a referral is made to the Student Study Team by a teacher, counselor, principal, and/or parent; in grades 9-12, a referral is made to a “staffing” meeting that involves counselors, teachers, and/or others.
  - 5.3.1 The referral includes the appropriate Intervention Checklist (Elementary or Secondary) and other relevant student data, such as an individual assessment profile, attendance, discipline action, anecdotal notes, or other.
  - 5.3.2 The student study team meets to clarify the problem, develop and agree upon an intervention, including possible retention, and an intervention plan is developed at the meeting. Parents and participants are notified and invited as appropriate. Documentation shows who does what and when and who sets the follow-up timeline. Any further documentation needs will be determined.

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5.3.3 Student Study notes and intervention documentation are filed in a cumulative folder with copies to teachers and counselor; notes are signed off by the principal.

5.4 Action plan is put into practice.

5.5 If the intervention plan is working, the student's teacher monitors the student's progress and consults with the counselor, principal, and parent/guardian as necessary.

5.6 If the intervention is not working, the next step is a referral to Special Education or to develop a 504 plan. Additional interventions per the WSD Intervention Checklist may also be tried.

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Elementary Student Study Team Initial Referral Form LNT-F011

6.2 Secondary Intervention Checklist LNT-F008

6.3 Intervention data

6.4 Student Study notes

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Intervention Checklist	Hard copy in teacher's room & copy to counselor and Special Ed office	One year	Teacher discards as desired; Special Ed follows departmental requirements	None
Intervention documentation	Hard copy in student's cumulative file	Until leaves school	Discard as desired	None
Student Study notes	Hard copy in principal/counselor's office	Until leaves school	Teacher discards as desired	None

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
08-Mar-04	A	Original Release
24-Sept-04	B	Clarified source of concern in new 5.1 and possible steps in new 5.2; added grades 9-12 to 5.3; reference to study team meeting deleted; added details regarding role of the student study team in new 5.3.2; deleted 5.2. 5.3, 5.5-5.9. Added reference to Intervention Checklist in new 5.6.
02-Nov-04	C	Changed "intervention data" to "intervention documentation" in 5.3.3 and added definition of "intervention documentation"
22-Nov-05	D	Added Elementary and Secondary to 5.3.1; updated Associated Document

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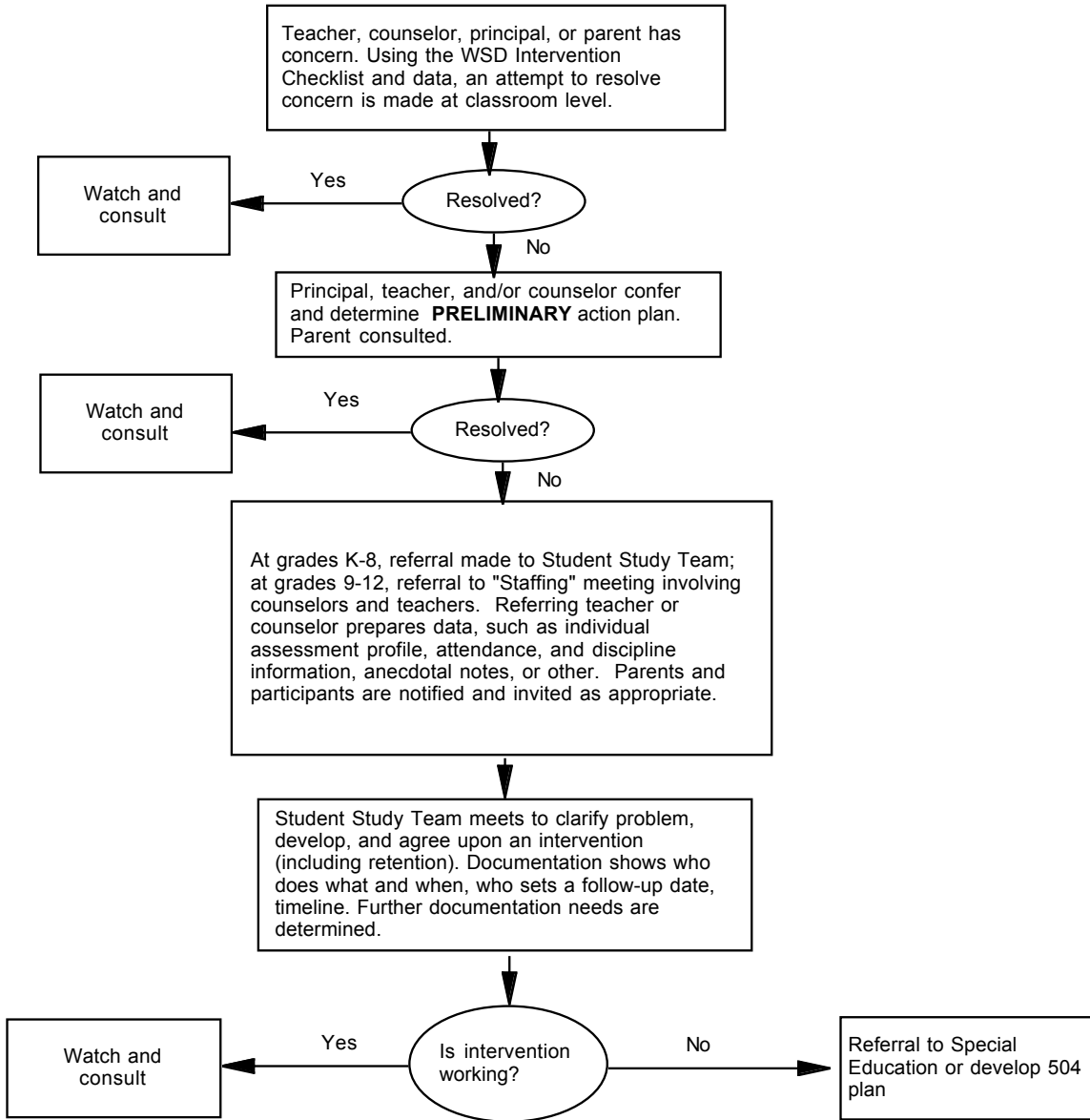
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list

## Exhibit "A"



**\*\* End of procedure \*\***