

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

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<b>Subject:</b> Learning Support Teams	<b>Date Approved:</b> November 19, 2005 February 21, 2006 May 26, 2009 <b>Date Reviewed:</b> October 22, 2002 December 19, 2005 January 17, 2006 March 17, 2009 <b>Date Effective:</b> November 19, 2005 February 21, 2006 May 26, 2009

## 1. PURPOSE

To establish procedures/guidelines for the operation of the Learning Support Teams (a.k.a pupil services team) in all schools.

## 2. GUIDELINES

### A. Learning Support Team (LST)

(1) The purpose of the learning support team is to address a student's academic, personal, and physical needs by providing comprehensive case management and to enhance the social adjustment of the student. The goal of the team is to bridge the gap between the home, school, and community by creating a hub of multi-faceted, integrated, comprehensive programs and services which enables teachers to teach and students to function to their full capacity within the school learning environment. The LST shall include at a minimum an administrator, school counselor, nurse, school psychologist, special education teacher, parent or parent liaison, learning support specialist (chair person).

The team shall:

- (a) Exist in every school and meet at least once a month.
- (b) Identify student's barriers to learning and the best strategies to address them.
- (c) Do outreach to parents/caregivers to involve them in the solution
- (d) Become a resource to promote safe and nurturing learning environments in each school and community of schools.
- (e) Coordinate resources at the school level.
- (f) Maintain minutes for each meeting

(2) Although specific functions of the LST may vary to be responsive to the needs of the individual schools, the general objectives of the LST are:

- (a) To identify, consider, and discuss specific students that have obvious barriers to learning (i.e., academic need, lack of social skills, unhealthy behavior, health issues, etc.).
- (b) To be the hub for students transitioning in the system from state supervised facilities and from other alternative placements.

- (c) Students will be identified through a referral process. Referrals will be accepted from any school personnel, parent, and community member having a relationship or a concern for a particular student.
  - (d) Each referral will be triaged and the student's case will be discussed by team members in depth as to concerns, needs and solutions.
  - (e) Case managers will be assigned to each student to do any follow-up. More intensified cases will be handled by the learning support specialist.
  - (f) If parents are unavailable to attend the meeting they will be contacted immediately with an attempt to include them in addressing/supporting their child's needs.
  - (g) Case Managers are responsible for collecting all follow-up data and preparing to update the team on status of case.
- (3) Learning Support Team members will also be in support of School Improvement Teams goals/initiative.
- (a) Analysis of previous efforts to increase success in achieving satisfactory or excellent status in data-based areas.
  - (b) Identification of current needs based on data analysis.
  - (c) Identification of anticipated outcomes to address needs.
  - (d) Development of strategies.
  - (e) Identification of appropriate personnel and resources.
  - (f) Identification of the evaluative measures to assess the extent to which outcomes have been achieved.
  - (g) Monitoring of improvement plan implementation throughout the school year.
  - (h) Assessment of actual outcomes of the implementation of the plan.