Support Team Education Plan (STEP)

1. Teacher, Parents, and/or Student identifies that Student needs support in the learning environment

   - Teacher works with Student and Parents (as appropriate) and keeps a log of classroom support for student [STEP – FORM 1]

   - If student shows progress, continue support as needed

   - If student still experiences difficulty in the learning environment, Teacher submits a request for STEP team referral [STEP - FORM 2] to the Administrator.

   - Teacher notifies Administrator of classroom support

   - Administrator sets meeting date with Parent [STEP - FORM 3] and gathers data from Parent [STEP - APPENDIX FORM A] and Student [STEP - APPENDIX FORM B.1, B.2, B.3, or B.4] prior to meeting

   - The STEP Team (Parents, Referring Teacher, Administrator and/or Administrative Designee, other persons as needed, and Student when appropriate) meets to determine need for additional support for student [STEP - FORMS 4 & 5]

      - If gathered data indicates a need for additional student support, the Team addresses:
        - Meeting agenda [STEP - FORM 4]
          - Analyze gathered information
          - Determine student strengths
          - Prioritize concerns
          - Create strategies
          - Finalize action plan
        - STEP Action plan [STEP - FORM 5]
          - Prioritize support strategies
            - Classroom strategies
            - School strategies
            - Home strategies
            - Outside resources
          - Identify responsible persons
          - Develop a timeline
          - Set date for follow-up meetings
        - Follow-up procedure
          - Complete paperwork
          - Schedule future evaluation
          - Log progress [STEP – APPENDIX FORM C]

      - If Parent provides professional data that identifies Student as having a mental or physical impairment that substantially limits a major life activity, the STEP team will fill in the box at the end of STEP - FORM 5.

      - Parents must submit any disability related complaints in writing to Principal and Archdiocesan Compliance Officer within 15 days of the event which is the subject of the complaint. [STEP – APPENDIX FORM E]

      - Team reconvenes to review student progress and make new adjustments as needed [Use the blank page in STEP - FORM 5 to add to or amend the STEP plan]

      - Parent may submit a request for assessment of student to the local public school district. [STEP – APPENDIX FORM D]