



Lau Action Plan Requirements for Student Success Teams Overview

I. KEY ENGLISH LEARNER RELATED PROCEDURES IN THE SST PROCESS:

In compliance with the Lau Action Plan for English Learner students, SFUSD's Student Success Teams (SSTs) will be trained and consistently implement procedures for interventions and referral for special education evaluation that take into consideration the linguistic and cultural background of students, including:

- Inviting at least one certificated staff person with appropriate EL certification based on state requirements to SST meetings for ELs;
- Ensuring that the SST includes a staff member with personal knowledge of the EL student. If a staff member with personal knowledge of the EL cannot be available for the SST meeting, then another member of the SST will consult with at least one such staff member prior to the meeting; and
- Fully considering the language background, educational history, linguistic history (including CELDT scores and primary language proficiency assessment results where available), and language-related issues of ELs, including review of:
 - (i) academic progress in an appropriate EL pathway;
 - (ii) classroom observations;
 - (iii) work samples in English and, where available, in the primary language; and
 - (iv) outcomes of evidence-based interventions when making data driven decisions to evaluate EL students for special education and related services.

**The SFUSD SST Manual and Forms are in compliance with the
Lau Action Plan for English Learners.**

The following are key components to be aware of:

✓ **Request for Assistance (1.0) Referral Form**

- ❑ **Section 3. Prior Interventions:** Indicate if prior interventions include *consult with CLAD, BCLAD or ELD certificated staff, for EL students only.*
- ❑ **Section 4. Student Profile:** Indicate student's *CELDT Scores and primary language proficiency assessment results.*

✓ **Supplemental Request for Assistance (1.0A) Referral Form**

- ❑ Must be filled out and attached to the Request for Assistance (1.0) form when referring EL students to the SST process.

✓ **SST Meeting Summary Form (2.0) and SST Follow-Up Meeting Summary Form (2.0A)**

- ❑ Action Plan Signature Box: CLAD, BCLAD, or ELD certificated staff member must sign SST Meeting Summary Forms to indicate presence at the SST meeting or consultation prior to SST meeting.

✓ **SST Manual**

- ❑ SST Manual includes all forms and requirements highlighted above.

SST Manual and Forms can be found at <http://www.healthiersf.org/Forms/index.php#sst>.

II. SST TRAINING for STAFF

All members of SSTs must be trained on the Lau Action Plan requirements for SSTs. Principals are expected to designate time in a staff meeting to remind staff of the protocols outlined above by the **end of November** of each school year. Record the date of the staff meeting where these procedures were discussed on the Lau Observation Protocol submission **due on January 29, 2016**. There will be several training opportunities to prepare sites and SST leads to meet this requirement. Training presentation and materials can be found at www.healthiersf.org.

III. INTERPRETATION AND TRANSLATION RESOURCES FOR SSTs

- ✓ For interpretation services during SST meetings, go to the Translation and Interpretation Unit (TIU) webpage on SharePoint - <https://district.sfusd.edu/dept/translation/default.aspx>. In general, SST interpretation requests will be fulfilled based on available resources.
- ✓ Translated SST Forms, e.g. SST Parent Notification Letter and Summary Forms, can be found at <http://www.healthiersf.org/Forms/index.php>.