

## **Educational Support Team Act 117**

**Effective date: July 1, 2005**

Originally Act 230, then Act 157 and now Act 117 require all schools in the State of Vermont to establish and maintain an Educational Support System (ESS). The ESS is a school-based system designed to help all students improve their school performance and help them grow academically, socially, emotionally and physically. The system provides a way for school staff to address students' varying needs in school. State law requires each Vermont school to develop an Educational Support Team (EST).

### **Educational Support Team:**

The EST is a group of school staff that meet to review individual student referrals to recommend needed changes in the student's program. Teams usually have classroom teachers, a school counselor, the school nurse, special education teachers and others as members. Parents are often invited to be members of their child's team. Schools have many different names for these teams, such as Teacher Assistance Teams, Instructional Support Teams, Student Support Teams, etc. The EST process should be used as soon as classroom teachers or parents begin to see signs a student is struggling with school even though various supports available to all students have been in place for an extended period of time. It is a system designed to provide early intervention to students to help get things back on track or needs appropriately addressed before they result in significant delays of academic performance, health, social well being or physical development. Audit findings will be resolved in a timely fashion. Schools will review the trends and patterns of referrals to the EST team and determine what changes in curriculum, instruction, assessment or student management practices, if any, might be needed at the school.

Every school in the Lamoille North Supervisory Union is required to maintain formal procedures that:

- Identify students who may be in need of specialized supports or services as early as possible. Early intervention is the guiding principal of the EST process.
- Document the actions the school will take to support students with their learning in the form of an EST plan.
- Review the EST plan for effectiveness within a reasonable time period of forming the plan.
- Conduct an annual formal review of all EST plans.
- Maintain a record of the EST team work.
- Include parents in the process and document their involvement.
- Maintain an EST file for individual students with an Access Log.

Annually an audit of the EST system will be conducted by the Director of Student Support Services using the enclosed file review form. Audit findings will be resolved in a timely fashion.

### **EST File Review Checklist August 2005**

Student name: \_\_\_\_\_ Date of File Review: \_\_\_\_\_

- Access Log in the file
- Referral form used that contains info about:
  - Strategies previously tried
  - Current Concern
  - Info about the student as a learner
- Evidence of meeting minutes
- Evidence of parent participation in meetings
- Evidence of parent participation in decision making
- EST individual student plan in the file

- Evidence the plan is reviewed at least annually
  - List dates of plans in the file

\_\_\_\_\_ To \_\_\_\_\_ To \_\_\_\_\_  
To \_\_\_\_\_

- Evidence the strategies included in the EST plan are evaluated for effectiveness



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