



ST. DAVID'S SCHOOL

Academic Support Program Policies and Procedures

Welcome to the Academic Support Program. We look forward to partnering with you and your child to help foster success at St. David's School. This document provides general information concerning participation in the Academic Support Program, a service offered to students for a fee separate from tuition. Please contact the Academic Support Department Chair with any additional questions.

I. Overview

In order to optimize learning for students with documented learning differences, St. David's School offers the Academic Support Program (ASP). The goal of this individualized program is to support students in their academic endeavors at St. David's School while fostering independent learning for a lifetime. The information below is offered as a guideline.

II. Qualifications

- A complete psychoeducational evaluation completed by a licensed psychologist, an educational therapist or, for students in grades PK- 2, a speech/language evaluation
- Testing within the last three years must be on file with ASP
- Diagnosis of a learning disability, ADHD, or an identified area of significant weakness
- Interview with Academic Support Division Coordinator, parent(s), and student

III. Services

- Individualized curriculum support consisting of academic skill building and strategy intervention to enhance the student's success in the classroom. Occasionally, outside tutoring is recommended for a student in a specific subject as the learning specialists are not expected to possess expert knowledge in all subject areas.
- Individualized reading instruction comprised of a systematic, multisensory reading program targeting phonics, fluency, and comprehension skills
- Written Program Plans summarizing the student's strengths and challenges, goals, and objectives for ASP intervention in specific cognitive areas
- Review and supervision of classroom accommodations
- Academic Support Program team meetings consisting of a student's parents, the learning specialist, and teachers *as needed*
- On-going communication between the learning specialist and the student's teachers as well as regular communication between the learning specialist and parents

IV. Communication

- An email will be sent prior to the beginning of each school year containing information about participation in ASP.
- Program Plans are drafted at the beginning of each school year and will be emailed to the parents.
- Parent meetings at the beginning of the year are strongly encouraged, especially for parents of a student **new** to ASP.
- Program Plan summaries are emailed at the end of each term.
- Final Program Plan summaries are emailed at the end of the school year.

- Learning specialists email regularly and parents are encouraged to make contact in this way. Specialists are working with students during the day and are unable to receive phone calls or meet without a scheduled appointment. Timely email replies can be expected no later than 24 hours from the initial contact. Priority is given to individualized instructional time with our students, but parent contact is also very important and an integral part of our services.

IV. Scheduling

- Students are scheduled for two sessions per week for individualized services.
- Students in kindergarten through fourth grade are scheduled for two 45-minute sessions coordinated with the classroom teacher.
- Students in grades 5 and 6 receive services two days, usually out of their recess/study hall.
- Students in grades 7 through 12 must enroll in a study hall or a free period in order to participate in ASP with two service days during these periods.
- Placement with the same learning specialist every year cannot be guaranteed. All learning specialists in the program are qualified to teach any student admitted to St. David's School in the vital areas of study skills, learning strategies, and academic support.

V. Attendance

- Services are provided as scheduled for regular school days.
- On early dismissal days, students will be seen during the periods as modified by the upper and middle school divisions. The meeting times of lower school students may be modified as needed. Every effort is made to accommodate all students.
- Due to scheduling constraints, learning specialists may be unable to reschedule ASP sessions missed due to school closings or student absences.
- We encourage students who miss a session to arrange an alternate service opportunity during Office Hours.
- The first and last week of the school year are used by the learning specialists for administrative tasks such as creating schedules, drafting Program Plans, parent meetings, and department meetings. Services during exam periods will be modified for students as well.
- During exam periods and standardized testing, students will not attend ASP sessions. Students may choose to prearrange a session with their learning specialist as needed.

VI. Reimbursement

- The cost for the Academic Support Program is billed on an annual basis through the Business Office. Please contact Jonathan Walston at jwalston@sdsd.org with any billing concerns.
- Once a student is accepted into the Academic Support Program, full payment is due based on the conditions set forth by the Business Office.
- Students enrolled in ASP and scheduled for 1:1 support services tailored to their particular academic schedule are often receiving one of a limited number of placements in the program. Full-year commitment to the program is strongly encouraged for maintaining consistency of support provided to the student and for helping St. David's ensure ASP resources are optimally leveraged across the institution. Please consider this before enrolling in ASP.

For questions or more information, please contact Andrea Adams., M.Ed, Academic Support Department Chair, at aadams@sdsd.org or 919-782-3331, extension 379.