Robert F. Kennedy Student Assistance Team Continuum

Staff Member/Parent Request for Student Assistance Team Meeting

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SAT Coordinator sends SAT packet to Teachers/Parent to be filled out

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Teacher Gathers Baseline DATA related to specific area(s) of concern

DATA from Assessments (Unit tests, reading assessments, standardized scores), Behavioral Data (if behavior is a concern-attendance, out of class behaviors, behavior logs), Work Samples

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Parent Contact – Discuss concerns and complete the information PRIOR to meeting. Log the date and time parent/guardian was contacted. Note key information the parent/guardian shares. Parent/Guardian is invited to SAT Team Meeting to discuss student

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Information/Data already tried in classroom to target areas of concern

Determine what other information is needed that SAT Team Members can help provide such as:

*Classroom observation/cumulative file review/attendance information/health records if necessary/etc.

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SAT TEAM MEETING (Attendees – Admin/Classroom teacher(s)

Discuss patterns and trends by analyzing data (academic, behavioral, attendance, classroom interventions attempted, instruction, curriculum, environment) Plan for student interventions are discussed and written for classroom teachers to use in classroom. Classroom teachers report back to SAT coordinator the results of classroom interventions.

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POST-SAT Meeting & Follow up

SAT Coordinator check-ins with referring staff to assure implementation and discuss any modification to plan is needed

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Follow – up SAT to Review Intervention Data

Determine effectiveness of intervention (did student meet the goal(s) set by SAT Team)

*Yes – Continue support in classroom

*No – Modify interventions – Continue – if a disability is suspected after sufficient DATA is collected on two interventions in the same area of concern and no progress is made, a referral for Special Education is made by SAT TEAM

If a parent has already requested Special Education testing the SAT procedure must run concurrently so data can still be collected and progress monitored