

Student Assistance Team (SAT) Protocols

Who: Content Area Manager or Mental Health Coordinator
Parent Engagement Manager
Teacher when applicable
Family and Community Specialist (FACS)
Parents
Specialized service providers (SPED, MH, etc.)

Where: Individual Classroom Sites or as otherwise designated for the convenience of the parents.

When: As indicated after consultation with content area manager based on assessment results/parent or staff request or if student becomes a danger to self or others.

Process:

- FACS, in consultation with Site Supervisor will identify the type (Health/Nutrition, Mental Health/Behavioral, Attendance etc.) of SAT being requested.
- A consultation with the Content Area Manager/ MH Coordinator attached to the requested SAT (Health/Nutrition, Mental Health/Behavioral, Transportation etc.) will occur before any SAT is scheduled.
- If observations are necessary, the manager/mental health coordinator attached to the requested SAT will make arrangements for that to occur.
- If it is determined, after consultation with manager/ MH Coordinator, that a SAT should occur the FACS will facilitate a meeting date and time with all parties needed in attendance.
- At a SAT meeting the identified issue will be discussed, appropriate interventions recommended, and consents signed.
- If additional evaluations or specialized services are indicated (other than Mental Health) referrals will be completed and tracked by the Family Engagement Manager or Manager attached to the SAT requested.
- Behavior Plans and Mental Health Services referrals can only be made by and facilitated through the consortium's Mental Health Coordinator in consultation with a Qualified Mental Health Professional.
- SAT will result in a clear Intervention Plan documenting the following components.
 - Identify problem (who, what, when, where, how long)
 - Document intervention/strategies
 - How long will it be implemented?
 - Who will be responsible for implementing and documenting the results/success rate?
 - Identify resources needed to implement plan
 - Date to reconvene
 - Indicate health needs/conditions

Documentation:

- Use the SAT form, give complete answers to all of the questions and designate person responsible and dates for follow-up.
- SAT forms should not identify the first or last name of other students in the classroom.
- SAT documentation should be filed in the child's file and a copy provided to Education Manager and Parent.