

Blue Hill Consolidated School
Student Assistance Team (S.A.T.) Policy and Procedures

6604

Mission Statement

As a concerned group of school personnel, the S.A.T. is dedicated to helping children and parents find assistance for dealing with problems which interfere with a successful school experience. The team assists through individual assessment, case plan development, intervention and coordination of services.

Definition

The Student Assistance Team is a group of school professionals whose function is to identify, brainstorm, and intervene with “at risk” students. The S.A.T. is in compliance with Section 504 of P.L. 93-112 (Rehabilitation Act of 1973). It provides students with a prevention/intervention process that insures that they have a free appropriate public education which is a requirement of Section 504. The purpose of the S.A.T. is to redirect student exhibiting “at risk” behaviors.

“At risk” issues include **any behaviors that put students at risk socially and/or academically**. The S.A.T. functions as a systematic process, which makes it possible for school personnel to determine which students are having problems and refer the for help.

The team may be composed of an administrator, classroom teachers, and a special educator who have been trained in the S.A.T. process. Others may be invited to serve on a case-by-case basis.

Referrals

Referrals may come from a variety of sources: i.e. the child’s parents, teachers, administration, school counselors, **or the student him or herself**. School employed referents are protected from liability and recrimination from the board and/or its agents for S.A.T. activities made in good faith.

Identification

When school personnel are concerned about a student exhibiting “at risk” behaviors (see definition), they may refer that student to the S.A.T. by completing a Student Assistance Identification Form and delivering it to the building S.A.T. Coordinator. This is to be delivered in person or placed in an envelope marked “confidential” and placed in the coordinator’s mailbox. This information will be kept in a confidential file accessible to the S.A.T. or case manager only. **It will become a part of the permanent school records only when the student transfers. Information will be kept in a separate folder.**

Outside or self referrals can be made to any member of the S.A.T., who will document the information and complete the referral process.

S.A.T. Process

The S.A.T. Coordinator schedules the case for review on the agenda at the next S.A.T. meeting.

The S.A.T. reviews the data, identifies and prioritizes issues, brainstorms and recommends interventions and strategies, and implements a plan of action. Outcomes of interventions are reviewed regularly at follow-up meetings.

Each student being followed by the S.A.T. will have a case manager. Recommendations, interventions, and outcomes are recorded and kept in a confidential file accessible only to the S.A.T. or case manager.

Family Involvement

The S.A.T. recognizes that a student's problems do not exist in a vacuum. Parents are seen as critical **participants** in their child's S.A.T. plan. To this end efforts will be made to enlist active participation by parents in the S.A.T. process through the following means:

1. Parents will be informed of the referral of their child to the S.A.T. at the earliest appropriate time.
2. A liaison, **in the form of a case manger**, will be appointed **by** the S.A.T.
3. The **case manager** will inform the parents of the referral and clarify the purpose and function of the S.A.T.
4. The **case manager** will invite the parents to take an active role in the S.A.T. process.
5. Parents may give and receive feedback, express feelings, provide information, make decisions and/or block decision of the S.A.T.
6. Parents'/Student's rights to privacy and confidentiality will be assured through compliance with the Family Educational Rights and Privacy Act of 1974.

Adopted: Blue Hill School Committee - September 13, 1995

Amended: Blue Hill School Committee - April 9, 2003