

**BPS Middle School Problem Solving Process:
Student Assistance Team**

Action Steps	Who?	Forms (denote required vs. available)	Notes
Problem Identification			
Classroom teacher brings concern to Team	Grade Level Teams, Instructional Coach, Counselor	PLC Guiding Questions (to guide discussion) PLC Guiding Questions Form 2	Housed in PLC notes and if student moves to SAT, attach to Request For Assistance Data collection at this level could look like: log entries, majors/minors, standard based grades, student work samples, progress monitoring, screenings, assessments, observations Consider checking file. Contact parent(s) before accessing the Student Assistance Team
Based on above conversation	Grade Level Teams, Instructional Coach, Counselor	Flowchart (STOIC) expectations to reference	Team has implemented a strategy, fidelity check, documentation needed. Teams reach out for support from building staff to help design academic plan (what does this look like for academics?) Academic support--instructional coach Behavioral support--counselor Hit heavy on ICE (not L)
Refer to SAT Team (Informally/Formally) School System-	Grade Level Teams, Instructional Coach, Counselor, Admin if	Formally: Request for Assistance Form Create form for Tier 1 (STOIC) expectations to reference	Informal: In-house meeting or invite specialists to Team/PLC Formal: Request for Assistance completed

**BPS Middle School Problem Solving Process:
Student Assistance Team**

	<u>needed</u>		If the student has any: <ul style="list-style-type: none"> • Diagnoses • Health Impairments • Life Altering Events Contact 504 Coordinator
Problem Analysis			
Meeting- In House	SAT Team-most likely without parents	Request for Assistance	This may be the stopping point and refer back to beginning of this process
Get parent permission (Selective Screener)	Counselor, Admin, or Case Manager	Prior Notice/Selective Screener Form--available in i-Visions under District Forms	Log in Powerschool under Documentation "Student Assistance Team/Parent Contacted" , delineate as Academic/Behavior/Both Check box on RFA
Conduct RIOT procedures	Grade Level Team, Counselor, Case Manager	Request for Assistance form Student File Review Form Low Intensity File Review	Options for report documentation are the following: Student Plan Site School Shared Folder (contact Jen Werder) Notes: RIOT/ICEL PDF template RIOT/ICEL 1 Template RIOT/ICEL 2 Template
Review and Combine Results Convergence of Data		Meeting Notes: Problem Analysis Form	Student Plans Site report Give example of academic and behavior concerns during training
Create Hypothesis		Problem Analysis Form	Add box on IOT form for skill-performance and hypothesis Hypothesis on Problem Analysis Summary Form Give example of hypothesis

**BPS Middle School Problem Solving Process:
Student Assistance Team**

			for academic and behavior
Develop Plan			
<ul style="list-style-type: none"> ● ILP Behavior Form- <ul style="list-style-type: none"> ○ PTR Plan ○ Blank Behavior Plan ● ILP Academic Form <ul style="list-style-type: none"> ○ Form 1 ○ Form 2 ● Articulation Plan 			
If a team suspects a disability (Disability Suspected)		Examples of when you move to special education evaluation immediately based on convergence of data	When do you move to an evaluation?
Parent is informed (Meeting or phone call)		ILP	

Discrepancy Statement	ILP	
Teaching Component	ILP	
Prevent/Reinforce (Behavior)	ILP	
Goal	ILP	
Progress Monitoring/Data Collection	ILP	
Logistics of Plan Implementation	ILP	Rigor/Intensity Matching Intervention to Need
Start/Review Date	ILP	
Training Needed	Training Checklist	Are all materials made and ready? Are all staff trained/aware of plan? Who will be ensuring this is

**BPS Middle School Problem Solving Process:
Student Assistance Team**

		happening?
Plan Implementation		
ILP/BIP Uploaded/scanned into Moodle or Drive	School Wide Folder With all ILP/BIP	Provides access to all ILP/BIP's produced from SAT for Team Leads/Admin to access
Data Collection	PM tool	Refer to plan for frequency/duration/etc.
Fidelity Check	Intervention Attendance 1 Intervention Attendance 2 Intervention Attendance 3 Fidelity Checklist Folder	
Review Plan		
Progress Monitoring Data is Reviewed	ILP	
Fidelity Check Data is Reviewed	Fidelity check form	<ul style="list-style-type: none"> • File ILP plan/PSP paperwork in Red Intervention Folder. Red Intervention Folder must be placed in Student's Cum Folder.
School team not following through with intervention?	Review Fidelity Data	<ul style="list-style-type: none"> • Admin Involved • Action plan created for school team accountability
Decision about next steps	Decision Making Tree	
Schedule a follow-up meeting		<p>Frequency depends on rigor and intensity</p> <p>Academics--every 6-8 weeks Behavior--depends on intensity</p>

**BPS Middle School Problem Solving Process:
Sudent Assistance Team**

****Consider an Outlier Statement here and on flowchart that references/provides guidance to situations where the team may need to skip steps or not follow process as intended