

# Hancock County Schools

## SAT Initial Meeting Quick Guide

### 1. Assess the concerns:

- ✓ Review the information from the referral form
- ✓ Allow the teacher or others the opportunity to discuss concerns
  
- ✓ Sample Questions:
  - a) What are the specific concerns or challenges that you would like to discuss today?
  - b) How are the concerns interfering with the student's performance?

### 2. Inventory the student's strengths and talents:

- ✓ Discuss and record the student's strengths and talents
- ✓ List the incentives that motivate the student
  
- ✓ Sample Questions:
  - a) Please tell us some of the student's strengths, talents or positive qualities that might be helpful in developing and intervention plan.
  - b) What are some things that the student does well or enjoy doing?
  - c) What rewards or incentives the student look forward to?

### 3. Target concern(s):

- ✓ Determine a starting point within the academic and/or behavioral area(s) of concern
  
- ✓ Sample Questions:
  - a) What is the student's present level of performance?
  - b) Is there anything significant in the student's school history that needs to be discussed?
  - c) How is the student's school attendance?

### 4. Select target concerns:

- ✓ Define the top 1-2 concerns
- ✓ Behavior- understand the frequency, duration, and/or intensity
- ✓ Academics- identify the skill deficit(s)
  
- ✓ Sample Question:
  - a) What are major concerns that we will need to concentrate on for the plan?

**5. Establish goals:**

- ✓ Create ambitious but realistic goals
- ✓ Create goals that are observable and measurable
  
- ✓ Sample Questions:
  - a) What would you like to see the student accomplish within 3-4 weeks?
  - b) What is a realistic rate of progress for the student?
  - c) Is the goal realistic or obtainable?

**6. Design an Intervention Plan**

- ✓ Select at least one research-based intervention to that addresses each of the target concerns
- ✓ Determine the specifics of the intervention(what, who, when, where)
  
- ✓ Sample Questions:
  - a) What research-based interventions will work best for the student?
  - b) How will the intervention improve the student's area of concern?
  - c) How can the team assist in implementing the intervention?

**7. Method of monitoring progress**

- ✓ Each goal must have a method of monitoring progress
  
- ✓ Sample Questions:
  - a) Who will monitor the student's progress?
  - b) How often will the goal be monitored?

**8. Review the intervention and monitoring plan**

- ✓ Review the main points of the intervention and monitoring plan with the team
- ✓ Schedule a follow-up meeting