

Meeting Structure & Efficient Use of Time Tip Sheet

Preparation:

- Process for intake of Request for Assistance 1.0 SAP/SST referral form:
 - 1) A designated person and location for all staff to submit 1.0 form
 - 2) Develop a system to log receipt of requests of 1.0 form
 - 3) A designated person to triage referrals to ensure appropriateness for SAP process
 - 4) A designated person to distribute and collect 2.1 Teacher Input Form to staff working with referred student
 - 5) Person to develop an agenda for each meeting
 - 6) Distribute agenda to all SAP participants. Notify participants responsible for presenting at meeting and remind them to collect information needed for presentation

SAP Case Presentation Guidelines:

Since there is limited time for the presentation and discussion of each student, the discussion will be enhanced the more prepared and succinct it is. There should be a limit of no more than 10 minutes for each student discussion. The following are some guidelines to keep in mind.

- The person presenting the student should come prepared with the following:
 - 1) 1.0 Request for Assistance Form
 - 2) 2.1 Teacher Input Forms from each teacher of the student
 - 3) Cumulative folder review
 - 4) Scholarship record
 - 5) Attendance record
 - 6) Work samples, if available
- Be prepared to discuss in the following order:
 - 1) Significant background information
 - 2) Current issues and concerns
 - 3) What has already been attempted and what the results have been
 - 4) Ideas or direction of where to go from here
 - 5) Consider interventions in the classroom, the larger school environment, home and the community (see attached)

Program Discussion Guidelines:

- Consider trends observed within the referred population as well as general school climate. Discuss the need for developing additional services, programs and resources. For example, support groups, mentoring programs, and additional clubs and positive alternatives.
- Consider steps needed to be taken for implementation.

Meeting Structural Guidelines:

- A facilitator to move the process forward
- A recorder designated to take notes within the meeting
- A timekeeper to make sure process is moving forward