

SST PROTOCOL AND MEETING AGENDA

STEPS NEEDED BEFORE MEETING:

1. HAS THE STUDENT BEEN KID TALKED COLLABORATIVELY WITH YOUR TEAM AND/OR SUPPORT STAFF?
2. HAVE GOALS BEEN CREATED IN EDUGENCE?
 - A. IS THERE PROGRESS?
3. HAVE PARENTS BEEN CONTACTED ABOUT CONCERNS?

Meeting Steps	Time Stamp and Notes
<u>Welcome & Expectations</u> <ul style="list-style-type: none"> ● SST Coordinator welcomes and introduces invited personnel, sets positive tone ● Confirms meeting purpose, outcomes, agenda, and timelines 	2 minutes
<u>Problem Identification & Clarification</u> <ul style="list-style-type: none"> ● Identify student and issue seen 	1 minute
<u>Evaluate Interventions</u> <ul style="list-style-type: none"> ● SST Coordinator leads focused brainstorming ● All present generate as many interventions as possible without critiquing and their match to the presenting issues. 	4-5 minutes
<u>Write Action Plan</u> <ul style="list-style-type: none"> ● SST Team to complete the plan including interventions, support to the teacher, person(s) responsible, timelines, data to be collected, date for follow up meeting 	6-8 minutes
<u>Summarize & Close</u> <ul style="list-style-type: none"> ● HR Teacher given the SST Parent Notice to send home to parents. 	1-2 minutes