

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: IHCD</b>
	<b>POLICIES AND REGULATIONS</b>	

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program provides a framework and philosophy for assisting students whose educational performance and/or behavior seem to be interfering with academic progress. The process includes referrals to the Student Assistance Team (SAT) and if needed, the Special Needs Team (SNT). This process is designed for use by all staff who, after making the normal day-to-day adjustments in the student's learning materials and environment, determines that their efforts have not been successful in helping the student. There will be variations on parts of the process (i.e., formation of student assistance teams) based on educational level and unique building needs.

The District recognizes that in some instances a direct referral to special education or the implementation of a 504 plan may be necessary outside the Student Assistance Process.

### **Student Assistance Team (SAT) Referral Process**

The Student Assistance Team's role is to ensure that students are provided the opportunity to succeed in the general education environment. Students are to be referred to the Special Needs Team (SNT) only when interventions and accommodations have been unsuccessful and substantiated by data.

### **Reasons for Student Assistance Team Referrals:**

- Students exhibiting academic concerns.
- Students exhibiting behavior concerns in the classroom or during unstructured times.
- Chronic attendance concerns.
- Students referred for special education evaluation.
- Students with multiple suspensions from school.

Referrals can be generated by teachers, administrators, parents/guardians, or counselors. Student Assistance Team documentation should be included in the student's cumulative files.

### **Special Needs Team (SNT) Referral Process**

Referral for evaluation includes any written request which brings a student to the attention of the District Administration (building principal, superintendent, or special education director) or case manager, as a student who may be in need of special education. A referral made by a parent may be submitted verbally, but it must be documented by a District administrator. If after an informal review arising from a parental referral, and the team determines that no evaluation is necessary, a Prior Notice will be sent with reasons for declining and an invitation to a meeting, inform the parent of their due process rights, and document the results of the parent conference.

Referrals for evaluation for public school-age children shall be directed to the building principal of the child's public school attendance center. Referrals of non-public elementary school students shall be directed to the building principal of the public elementary school closest to the non-public school. Referrals of non-public secondary school students shall be directed to the building principal of the student's public home attendance center or the designated school. Referrals for evaluation of children ages three through five years not enrolled in the public school shall be referred to the DIAL screening or be put into contact with the Preschool Coordinator.

Referral from public and private agencies such as physicians, SD Department of Social Services, SD Advocacy Services, SD Parent Connection navigator, SD Department of Corrections, private non-profit special education agencies, etc. should include a written request with documentation of the basis for and suspected areas of concern. Assistance will be offered through dialogue with the principal/designee in gathering this written documentation and in seeking parent permission to release information between the agency and school.

Upon receiving a referral and completion of the Referral and Parent Prior Notice documentation, the building SNT team will promptly conduct an informal review to determine the need for an evaluation. An informal review includes a meeting, either in person or by phone, with the person making the referral and a review of the student's educational record.

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