**MARIST CATHOLIC HIGH SCHOOL**

**SST (Student Support Team) Process Flow**

SST meetings will be bi-weekly, on Thursday mornings, from 6:30-7:30

1. The **pre**-SST process (kid concern collaboration meetings):
   1. The pre-SST process is an opportunity for a teachers(s) to raise/take concerns to other faculty (e.g. teachers, counselors), to share concerns, and to share strategies to support the student’s success, in addition to implementing and trying new strategies.
   2. The pre-SST process should include communication with the student and at least two parents contacts regarding the concern.
   3. The pre-SST process should be implemented and tracked for student progress for three weeks.

**\*All items above need to take place before proceeding to step #2.**

1. If after the **pre**-SST process, the student’s educational performance is not improving, the teacher will request formal assistance from the SST team, by completing the yellow ‘Teacher Request for Student Support Team Assistance’ form**\***.
   1. The ‘Teacher Request’ form can be picked up in Christi Nicholson’s office.
   2. The ‘Teacher Request’ form needs to be returned to Christi Nicholson or her box.
2. Upon receiving and reviewing the ‘Teacher Request for Assistance’ form, Christi Nicholson will notify the teacher requesting assistance, and the other teachers currently teaching the specific student, via email, of the date of the next SST bi-weekly meeting, so all teachers can attend.
3. SST members will also be notified of the student that we will discuss at the upcoming SST meeting.
4. At the SST meeting, the SST and teacher(s) requesting assistance will be prepared to discuss the following (see agenda attached).
5. An action plan will be developed, based on input from all team members and teacher(s) requesting assistance.
6. A follow up SST meeting date and time will be set by Christi Nicholson, two weeks late.r
   1. This meeting will include the student, parent, SST, classroom teacher(s), appropriate grade level counselors, and an administrator.
7. A SST meeting notice will be sent home to the parent, along with a student questionnaire, that the parent will complete and return on the day of the meeting.
   1. SST meetings that include the parent and student will be held after school at 3:00pm