

## **STUDENT IMPROVEMENT TEAM (SIT) PROCESS**

(SIT) approach is a comprehensive systemic process that connects students, in all grade levels, with developmentally and educationally appropriate services to help them achieve their greatest academic, social, and personal well-being. The Student Improvement Team process brings together different systems, organizations and resources to maximize youth academic performance and resiliency.

The (SIT) process is designed to assist all students. It does not limit services to students who have been identified as "at-risk." While students who are referred may have shared or demonstrated certain risk indicators, the primary purpose for the referral is the observed behavior – not the fact that a student may or may not be considered "at-risk".

### **SIT REFERRAL PROCESS**

Students can access the process in three different ways: (1) they can be referred by a teacher, staff person, parent, or community member; (2) they can refer themselves to the process; and/or (3) they can be referred by an administrator if they violate the student code of conduct and are referred as part of a disciplinary action. Parents access the process in two ways: (1) they can refer their child if they have concerns; and/or (2) they can be requested to provide the team with additional information and support in the intervention of their child. School staff accesses the process by making a request for assistance to the team, completing the Request for Information forms, providing any additional needed information regarding a student, and by communicating with the team. Community members and other concerned persons can access the process by completing a Request for Assistance form and submitting it to the team upon request from the team for additional support.

### **SIT REQUEST FOR ASSISTANCE**

Requests for assistance may be necessary when a student is displaying significant academic or behavioral problems. Students can be encouraged to self-refer. Certain other behaviors may also raise red flags to indicate a request for assistance is appropriate. Those making requests do not need to know what is going on with the student; they simply act as concerned advocates. Requests for assistance are open to anyone, for any reason, and are never judged.

Requests for assistance are made by completing a Request for Assistance form. Request for Assistance forms will be made available to teachers and support staff in the office and in identified locations throughout the school. Persons outside of the school can also make a request following the same process or by contacting the Team Leader or the school counselor.

Requests for assistance are made out of concern for a student and on observed behavior and academic performance indicators, not on accusations. The Request for Assistance forms will clarify if a pattern or trend in behavior or academic performance is consistent with the request. Communication with student(s) to promote an understanding of the process will also assist in minimizing a student's negative response.