



# Student Assistance Program



# Introductions

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**Lisa Moynihan**  
High School Counselor



**Sanna McCoy**  
High School Counselor



**Sean Galiczynski**  
Middle/High School Counselor  
504 Coordinator



## We are...

1. A public cyber school serving students across Pennsylvania in grades 6-12.
2. Supporting students with a variety of educational backgrounds and experiences because they live all over PA.
3. A team is comprised of school counselors, school nurses, regular & special education teachers, as well as learning coaches and administration.

# Our Challenges

- Communication with families
- Not seeing the student on a regular basis
  - sometimes we never see the student in person
- Building trust with students and families since all communication is virtual



# How We Communicate with Families

## 1 Referral Form

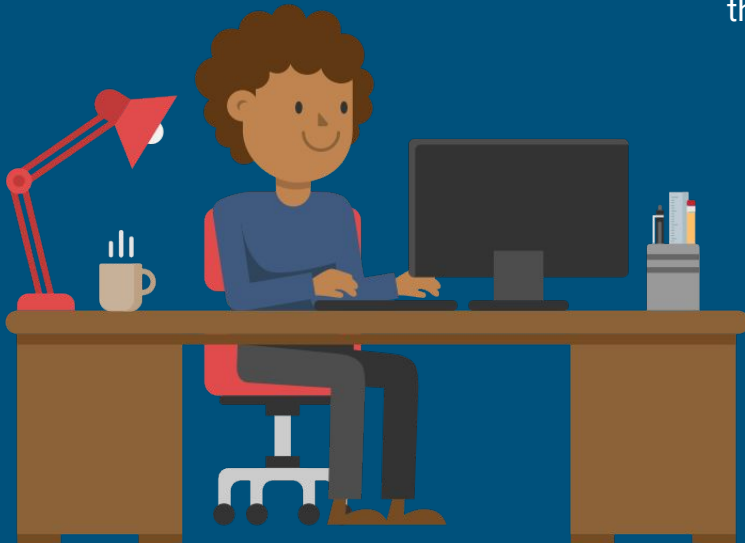
Google Form - this is posted internally for staff and student access, as well as on our public school website.

## 2 Parent Permission

Adobe eSign is used to send out the permission form for parents to sign in order for their child to participate.

## 3 Teacher/Parent/ Student Questionnaire

Google Form - the results are stored in one place for each student allowing for easy access by SAP team members.



# When are SAP referrals appropriate?



When you don't see the student regularly in your classroom, these are the areas that we focus on to decide if and when a referral is necessary and appropriate.

\*All students who receive a Level 4 truancy are automatically referred to SAP.

# Follow these steps...

Identify that student has some type of barrier to academic success and then...

Have you reached out to the student's counselor?

Yes

No

Are there still barriers to academic success?

Please share this with their counselor.

Yes

No

Make a referral. The link can be found on our website, in Moodle, and your email.

Woohoo! Our counselors are the best!

# How to Build Trust

- Reach out to student and family
- Set up a time to meet; be consistent and available
- Be willing to talk about non-academics
- Meet the student and family where they are
- Look for the small wins





## How do we do it?



- Google Forms (end of year reports)
- Google SAP Drive that team members have access to
- Advertise SAP in our orientation, Parent's Place in our Learning Management System, main school website where anyone can either complete the Google Form or mail in a referral
- Staff training at the beginning of the year, and then all new staff members are trained on SAP

# Q & A

Please feel free to reach out if you have additional questions:

Lisa Moynihan: [lmoynihan@21cccs.org](mailto:lmoynihan@21cccs.org)

Sanna McCoy: [smccoy@21cccs.org](mailto:smccoy@21cccs.org)

Sean Galiczynski: [sgaliczynski@21cccs.org](mailto:sgaliczynski@21cccs.org)

