

PROGRAM FOR HANDICAPPED STUDENTS

Request for Special Services

1. Responsibility:

Teachers or other professional staff members may initiate a referral when their attempts to improve the child's school progress or behavior have been unsuccessful and it appears that further consultative services are necessary.

A student whose behavior indicates a severe school problem should be referred, after consultation with and permission of the child's parents or guardians.

2. Procedure:

The completed "Request for Special Services" form should be filled out by the referring person with the help of the principal, parents, and special services personnel. The completed form should be submitted to the child's principal.

The principal shall determine the priority of such requests and decide which ones are to be handled at the building level and which ones will be presented to the child study conference.

Child Study Conference

The conference approach appears to best serve the interests of children who require special education services in the district. The purpose of the child study conference is to provide a method of consulting with the Department of Special Services that will allow meaningful participation by the teacher or other professional staff member requesting services. The conference method will permit the special services staff to determine intelligently which of the available services can most appropriately be assigned to the child. The parents or guardian must be informed that the child's problem may be presented at a child study conference.

The principal will determine the agenda for the conference, advise the Department of Special Services of children to be discussed, and decide who will comprise the child study, conference team. The nature of the child's difficulty will determine who may attend.

The child study conference team will be made up of the following persons:

- Professional staff member initiating referral
- School principal
- any of the following persons: director of Special Services; the directors of elementary and secondary education psychologists, social workers, nurses, speech therapists, counselors, any teachers, other professional persons, or individuals who can provide insight or relevant information that could help the child
- parents or guardians of the child

The principal will act as chairman of the child study conference. In the secondary schools, this responsibility may be delegated by the principal to an assistant principal.

Child study conferences will be scheduled regularly, and a schedule will be made available to all principals at the opening of school each fall. In emergency situations, a special child study conference may be arranged by contacting the Director of Special Services.

At subsequent regularly scheduled conferences, team members will share current information regarding the child.

The child study conference may recommend:

1. A modification in the instructional program within the school
2. The problem be referred to an appropriate agency if the child's problem is beyond the scope of the resources available to the school district.
3. The child be presented at a child study conference attended by the receiving principal and teacher if the evidence indicates that placement in a special program is appropriate.
4. Members of the child study conference team be assigned the task of giving continuing attention to the student and/or his family.
5. Other appropriate action.

Approved: 6/17/80

Note: It is recommended that regulations and procedures which involve placement of children in special programs be given official board approval.