

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>INITIAL CONTACT FOR SPECIAL SERVICES INTERVENTION</p>	<p>REGULATION NUMBER: 6200-2</p> <p>DATE OF ISSUE: 06/18/80</p> <hr/> <p>REVISIONS: 08/10/99; 07/20/00; 07/19/02</p> <hr/> <p>PREPARING OFFICE: SPECIAL SERVICES</p>
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I. PURPOSE:

To establish procedures and guidelines for securing Special Services intervention and continuing Child Find activities.

II. STUDENT RESOURCE TEAM MEETING:

A. Each building principal shall establish a student resource team. The composition of this team may include but not be limited to: the student's teacher(s), the principal, and the counselor. Other personnel, such as the social worker, resource teacher, school psychologist, speech clinician, or other support staff may be a member of the committee as determined by the building principal. This team will serve to:

1. Review on a regular basis students that may require the services of special education;
2. Continue "Child Find" efforts; and
3. Serve as the forum to develop, evaluate, modify, and document general education interventions.

B. The initial step in referring a student to this team is the observation and documentation of the student's difficulty by a certified employee and/or instructional paraprofessional.

C. It is the responsibility of the employee mentioned above (B.) to make every effort to remediate the problem and/or document educational alternatives in the regular education program.

D. It is the building principal's responsibility to ensure that the child's cumulative records are made available to this team.

E. This team may make additional suggestions on remediating the problem in the regular class setting.