

## INDIVIDUAL SCHOOL PROCEDURES FOR THE INSTRUCTIONAL SUPPORT TEAM

### PURPOSE

The purpose of the Instructional Support System is to ensure that all students are provided with appropriate educational experiences. The goal is to provide for their continuing growth and development, and preparation for independence and productivity as community members.

### NAME

The TEAM shall be called the \_\_\_\_\_ School's INSTRUCTIONAL SUPPORT TEAM.

### REQUESTS FOR ASSISTANCE FROM THE INSTRUCTIONAL SUPPORT TEAM

All requests for assistance from the INSTRUCTIONAL SUPPORT TEAM shall be directed to \_\_\_\_\_ using a Request for Assistance form which includes all of the areas listed on the attached sample form. Within \_\_\_ days of receipt, the request for assistance will be scheduled for consideration at a regularly scheduled INSTRUCTIONAL SUPPORT TEAM meeting. (Requests for Assistance may be initiated by teachers, other school staff or parents.)

### MEMBERSHIP OF THE INSTRUCTIONAL SUPPORT TEAM

The INSTRUCTIONAL SUPPORT TEAM at \_\_\_\_\_ School will include the Principal [or \_\_\_\_\_], the Guidance Counselor, a Classroom Teacher [or more than one], a Learning Specialist, and \_\_\_\_\_. Additional personnel will be invited to attend the TEAM meeting as appropriate. The person requesting TEAM assistance will always be invited.

### MEETINGS OF THE INSTRUCTIONAL SUPPORT TEAM

The TEAM shall meet \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_.

### PROCEDURES FOR CONSIDERING REQUESTS FOR ASSISTANCE

The INSTRUCTIONAL SUPPORT TEAM will review the concerns of the person requesting assistance, the student's strengths and areas of success, the strategies that have been tried, and will develop a written plan to address the concerns or problem areas. The plan will briefly summarize the reason for the request for assistance,

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will list the TEAM's recommendations and support identified to address the concerns, and will include a timeline for implementation and review by the INSTRUCTIONAL SUPPORT TEAM.

**PROCEDURES FOR MONITORING TEAM'S RECOMMENDATIONS**

The written plan with the Team's recommendations will specify a date for review by the Team. At the review meeting, the Team will discuss the effectiveness of the plan for the student and decide if additional accommodations or strategies are needed -- including timelines for implementation. If a new or revised plan is developed, the Team will schedule another review date to assess the plan's effectiveness.

**CONFIDENTIALITY**

To ensure confidentiality of student records as outline in Board Policy, F 3R, Student Records, the written INSTRUCTIONAL SUPPORT TEAM plan for a student will be kept in the student's file. A summary notebook log for all Requests for Assistance will be kept by

**HOW PARENTS AND STAFF MEMBERS ARE INFORMED OF THE INSTRUCTIONAL SUPPORT TEAM**

A description of the INSTRUCTIONAL SUPPORT TEAM will be included in the Student Handbook which is sent to all parents annually.

Additionally, information about the INSTRUCTIONAL SUPPORT TEAM may be included in school newsletter, or presented at PTO meetings.

Staff members will be informed about the functions of the INSTRUCTIONAL SUPPORT TEAM at faculty meetings and through ongoing inservice training.

**SPECIAL EDUCATION EVALUATIONS**

If after attempting interventions and supports for a specific time period as recommended by the TEAM, it is believed that the student is handicapped and in need of special education services, the TEAM will immediately initiate a referral for a formal special education evaluation.

When the INSTRUCTIONAL SUPPORT TEAM considers a request for assistance, the TEAM may determine that there is reason to believe that the student is handicapped and in need of special education services and should be immediately referred for a formal special education evaluation.

#### PROCEDURES FOR TRANSITIONING FROM SCHOOL TO SCHOOL

When a student moves from this school to another (because of a change in residence or a change in grade) the INSTRUCTIONAL SUPPORT TEAM report and recommendations will be part of the transferring student's educational record.

When a student enters \_\_\_\_\_ school, the student's file will be reviewed and if there has been intervention provided by an INSTRUCTIONAL SUPPORT TEAM previously, our INSTRUCTIONAL SUPPORT TEAM will be informed. They will determine whether continued or renewed intervention is needed.

#### PROCEDURE FOR TRAINING FOR TEAM MEMBERS AND SCHOOL STAFF

By July 1, 1991, \_\_\_\_\_ School's INSTRUCTIONAL SUPPORT TEAM members will participate in district sponsored staff development focused on the INSTRUCTIONAL SUPPORT TEAM procedures, collaboration strategies, interventions and accommodations, and instructional resources.

Thereafter, at least annually our INSTRUCTIONAL SUPPORT TEAM shall participate in a minimum of two hours of staff development/training sponsored by the district focused on INSTRUCTIONAL SUPPORT TEAM procedures, collaboration strategies, interventions and accommodations, and instructional resources.

At least annually our INSTRUCTIONAL SUPPORT TEAM shall meet jointly with our Building Based Staff Development Team to identify staff development needs within the school. The Building Based Staff Development Team in collaboration with the district's Director of Curriculum and Instruction will assure that identified training needs are addressed.

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RESOURCES AVAILABLE TO THE INSTRUCTIONAL SUPPORT SYSTEM AND TEAM

Among the resources which are available to students and teachers:  
[each school can personalize this list]

- Guidance counselors
- Support service staff [Spec Educators, Ch 1 staff, Health Assts, Speech Pathologists]
- Psychological consultants
- Behavior management programs
- Alternative materials
- Altered standards of achievement
- Adapted curriculum
- Environmental accommodations
- Adapted equipment
- Community Mental Health Agency
- Community Drug and Alcohol Education and Prevention agencies
- Community social service agencies
- Computer Assisted Instruction
- Word Processing
- English Second Language Tutors
- Parent/Community Volunteers
- Volunteer Tutors and Assistants
- Department Chairs at high school
- AIRS computerized listing of human service agencies/resources

# SAMPLE FORM

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## REQUEST FOR ASSISTANCE FROM INSTRUCTIONAL SUPPORT TEAM

STUDENT NAME: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

TEACHER/GRADE: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

REASON ASSISTANCE IS REQUESTED:

WHAT HAS BEEN TRIED THAT HAS WORKED?

WHAT HAS BEEN TRIED THAT HAS NOT WORKED?

OTHER INFORMATION/BACKGROUND THAT MAY HELP THE TEAM UNDERSTAND THE SITUATION:

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DATE REQUEST RECEIVED:

DATE SCHEDULED FOR ISS TEAM MEETING:

OTHERS INVITED TO ATTEND:

**INSTRUCTIONAL SUPPORT TEAM MEETING NOTES**

STUDENT: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

TEAM MEMBERS:

PLAN (including what, how, who and when)

TIMELINE FOR REVIEW:

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REVIEW MEETING DATE:

DISCUSSION:

ACTION:

TIMELINE