

NRHS STAFF RESOURCE TEAM

WHAT IS THE STAFF RESOURCE TEAM? The Staff Resource Team is a group of colleagues from NRHS who can provide support for any staff member who has a student experiencing difficulties. The purpose is to assist staff in developing strategies to meet the needs of students who are having difficulties that jeopardize their success in school. The Staff Resource Team provides an opportunity to identify and discuss a student's difficulty in a supportive and constructive setting, to brainstorm solutions, to develop and support potential interventions, and to conduct follow-up meetings to review results. The Team offers a collaborative, "two heads are better than one" approach to problem solving.

WHO SERVES ON THE STAFF RESOURCE TEAM? The permanent members of the Staff Resource Team are the assistant principal (chair), the referrer, the student's guidance counselor, the school psychologist and the nurse. Additional members may include a resource specialist, adjustment counselor, advisor, community service officer, or any staff member who works with the student.

WHEN SHOULD A REFERRAL BE MADE? A referral to the Staff Resource Team should occur when a student is having academic, behavioral, or attendance difficulties. The Team is most effective when used as an early intervention tool. Examples of referrals include excessive absenteeism, multiple failures, and problematic or unusual behavior. A Staff Resource Team Referral will occur before a special education evaluation.

WHEN AND WHERE DOES the STAFF RESOURCE TEAM MEET? The Team meets weekly on Tuesdays in the guidance conference room at 2:00. Additional meeting days will be added if necessary. Because several staff members gather student information in advance, meetings are not longer than 20 minutes per student. Referrals must be made by 2:30 the previous Wednesday.

HOW DOES THE STAFF RESOURCE TEAM FUNCTION?

Prior to the meeting:

1. A referral form is submitted to the guidance secretary. The referral is scheduled on the Staff Resource Team meeting agenda and permanent members are notified.
2. The counselor invites any additional members to the meeting, gathers current academic information from all the student's teachers and summarizes the student's educational status.
3. The school psychologist summarizes the student's educational history.
4. The assistant principal prepares a summary of the student's discipline history.
5. The school nurse prepares a summary of any pertinent health information.

At the meeting:

1. The chairperson outlines the referral.
2. The referrer relates his/her reasons for the referral and any attempts that have been made to resolve the difficulties.
3. Academic history, current performance and discipline and health summaries are presented.
4. The Team develops recommendations and interventions, denotes who is responsible for implementation and schedules a review date.
5. The implementation plan and meeting summary are recorded: Copies are given to the referrer and the chairperson, and a copy is placed in the student's folder.