

Billings School District 2

INSTRUCTION

Educational Philosophy

Pre-Referral Process

Each school within the Billings Public Schools will plan, train, and implement a pre-referral process following the guidelines included in this document.

Goal

The goal of pre-referral is to implement strategies that will improve student classroom success without the need for intensive individualized instruction or alternative curriculums.

Membership

Each school team will determine its own membership but will establish a team of minimum of three members. The membership will appoint a chairperson and may assign other roles as determined. The team will not be chaired by special education staff. The majority of the team will be made up of regular education certified staff. The school will devise a plan to replace membership in a manner that will allow for consistency.

Process

Each school will develop:

- A method for any teacher to obtain and submit to the team a completed pre-referral form.
- Determine the frequency of pre-referral team meetings in order to process requests in a timely manner.

Criteria for Determination Referral

Specific criteria must be gathered and considered in the decision to take a student to the pre-referral team to include:

- Grades;
- Standardized group/class assessments;
- Behavior;
- Linguistic, cultural, and socioeconomic status.

Documentation

Each school may add information to the tool/forms to document the pre-referral process. The pre-referral form will be treated as part of the student's record.

Legal References:

Procedure History:

Issued by Superintendent on: February 28, 2005

Presented to Board on: March 21, 2005

Revised on: