



Turtle River School Division - Administrative Procedure

Section D – Student Services

Resource Support

Resource Support

Turtle River School Division understands the importance of resource teachers in all schools. Resource teachers support student learning by providing resources from within the school to support both students and classroom teachers with intervention programming and planning. They also assist in helping students, teachers, and families in accessing clinicians and outside services.

Resource teachers have specialized training in supporting student learning and in developing specialized plans that will support individual student growth and success. When a student has been identified in need of further assessment to assist in their learning plan, the classroom teacher will complete a [Resource Referral form](#). The resource teacher will then meet with the referring teacher and determine the next action that needs to be taken. This may be further academic assessment, referral to a specialist, counselling, individual plan development, intervention programming, or completing a classroom observation.

The division's resource support model is a consultative and collaborative model where the resource teacher supports the classroom teacher who is responsible for the delivery of the student's education. The resource teacher assists the teacher in accessing the supports required to assist with the student's learning plan.

Board Informed:	Last Reviewed:	Last Revision:
February 13, 2024		



Turtle River School Division - Administrative Procedure

Section D – Student Services Resource Support

Turtle River School Division

Box 309 McCreary MB R0J 1B0
Telephone 204-835-2067 Fax 204-835-2426

Resource Referral

Student: _____ Grade _____

School: _____

Referred by _____ Date _____

A. Prerequisites for a classroom teacher to refer a student to resource:

- a. Differentiated instruction has not proven successful
- b. Adaptations have not proven successful

B. Please describe in detail what you have tried to help support this student prior to this assessment. Please note/comment on your results of these actions.

C. Present performance on classroom based assessments:

Page 2 of 3

Board Informed:	Last Reviewed:	Last Revision:
February 13, 2024		



Turtle River School Division - Administrative Procedure

Section D – Student Services Resource Support

D. Reason for referral to resource for specialized assessment:

- ☐ Academic
- ☐ Motor skills
- ☐ Communication
- ☐ Sensory
- ☐ Behaviour
- ☐ Health Care
- ☐ Vision
- ☐ Hearing
- ☐ Self-management
- ☐ Social/Emotional
- ☐ Other _____

E. Additional Information

Classroom Teacher Signature _____

Date _____

Resource Teacher Date Received: _____

Resource Teacher Signature: _____

Board Informed:	Last Reviewed:	Last Revision:
February 13, 2024		



Turtle River School Division - Administrative Procedure

Section D – Student Services

Resource Teacher Training and Supervision

Turtle River School Division believes that having well-trained and educated staff is important in providing the best services for our students, families, and communities. The resource teacher in each school helps to plan and implement the appropriate educational programming and resources to support student learning. Resource teachers need to be skilled and well-versed in assessment, planning, and programming to effectively support teachers and students with various needs.

New Resource Teacher Training

All resource teachers will receive training in administering standardized assessments. The division will support resource teachers with professional development opportunities as they arise. Resource teachers will be expected to attend the Manitoba Teacher Society and/or the Manitoba Education Training for New Resource Teachers. The student services coordinator will be responsible for training all new resource teachers in completing divisional assessments, planning and running all student specific planning meetings, completing reports, and in any other area of their roles and duties.

New Resource Teacher Supervision

New resource teachers will be supervised for one year by the student services coordinator. This is meant to guide the teachers into their role with adequate support and training.

Board Informed:	Last Reviewed:	Last Revision:
May 14, 2024		



Turtle River School Division - Administrative Procedure

Section D – Student Services

Resource Reports

Resource teachers are accountable to provide parents with an update of the services provided to their child and the progress he is having with the additional educational services. Resource teachers must report on all the services provided, including:

- Speech Language Therapy
- Occupational Therapy
- Physiotherapy
- Early Literacy Intervention
- Numeracy Support (out of class)
- Literacy Support (out of class)
- Any Specialized Interventions/Programming

The “Resource Report” must outline

- the type of service
- the frequency
- the length of time, and
- the progress.

A copy of this report is to be sent home to parents with the child’s report card, a copy must be forwarded to the student services coordinator, and a copy is placed in the student’s cumulative and resource files. Resource reports should be completed and distributed every report card reporting period.

Board Informed:	Last Reviewed:	Last Revision:
May 14, 2024		



Turtle River School Division - Administrative Procedure

Section D – Student Services

Sample Resource Report

School Letterhead

Student: _____

Grade: _____

Date: _____

Frequency of Intervention: _____ minutes each day or _____ times per week/cycle

Skills Targeted: _____

Comment: You may wish to include some of these in your anecdotal report:

- success or lack of progress
- attitude
- work ethic
- materials used
- theme you may be using
- recommendations
- ways to help your child at home

Your signature,

Resource Teacher
Your information

Board Informed:	Last Reviewed:	Last Revision:
May 14, 2024		