

Teacher referral to the Individual Education Plan Team will be communicated to the Superintendent by filling out the appropriate referral forms. Parents(s)/legal guardian(s) may at any time refer their child to the IEP if they believe the child may be in need of special education services. Parent(s)/legal guardian(s) should contact the Superintendent to make a referral but also may contact the child's teacher to make that referral. If the teacher is informed by the parent(s)/legal guardian(s) or others of a desire to refer a student, the teacher should immediately refer that person to the Superintendent for initiation and discussion of the referral process. The teacher should also document in writing the contact with the parent(s)/legal guardian(s) or other persons and should immediately forward the documentation to the Superintendent.

Once a referral has been made, the IEP Team members have 15 school days to review any existing evaluation data and to determine what evaluations may be needed as part of the referral process. That review may occur either at an IEP meeting or through other discussions that fully include the parent(s)/legal guardian(s). If IEP Team members are unable to reach agreement on necessary evaluations outside of an IEP meeting, an IEP meeting shall be held to discuss the issue.

Within 15 school days of receiving the referral, Monhegan School should send to the parent(s)/legal guardian(s) a consent for initial evaluation form. When the signed consent is returned, Monhegan has 45 school days to complete the evaluation and to hold an IEP meeting to determine whether the student qualifies for special education services. If the student is identified as a child with a disability in need of special education services, the IEP Team should develop and IEP (Individualized Education Plan) for the child within 30 days of the determination that the student is eligible.

Transfer students who have already been identified as needing special education shall, at the time of transfer, and with prior written notice to the parent(s)/legal guardian(s), be provided with special education consistent with the IEP developed at the prior school, and shall be referred to the IEP to review the program. If the transfer student's current IEP from the prior school unit is not available or is believed to be inappropriate by either the parent(s)/legal guardian(s) or the Monhegan School, the Monhegan School shall develop a new IEP through appropriate procedures within a short time after the student's enrollment.

Upon enrollment in Monhegan School, a student who was being served by Child Development Services (CDS) shall be treated by Monhegan School in the same manner as are transfer students under the special education regulations, except that the student's Individualized Family Service Plan (IFSP) from CDS will be considered the current IEP until such time as the IEP Team meets to alter or amend that program. Placement, however, will be in the Monhegan School rather than that the site provided by CDS.

Pre-referral Strategies

It shall be the policy of Monhegan School to refer all school-aged students suspected of having a disability that requires special education to the IEP Team for an evaluation in the suspected areas of disability. Referrals of students to the IEP Team may be made by professionals, by parents and by others knowledgeable about a child's educational needs.

The Superintendent may develop procedures for referral and the use of pre-referral interventions within the school and may, from time to time, amend those procedures as necessary.

Adopted: 08/25/03 by J. Boegel, M. Chioffi, & J. Stevens

Revised: 10/30/12 by J. Stevens, M. Chioffi, & R. Shea