

Downey Unified School District

INSTRUCTION (Special Education)

IDENTIFICATION AND REFERRAL PROCEDURES

AR 3170.2

The following procedures shall be followed to identify students who may need special education programs, assess the abilities and needs of individual students, and assign those students who exhibit special needs to appropriate educational programs and services.

1. Identification - Students with special needs who are demonstrating an inability to benefit from the regular school program may be identified by teacher observation, concern expressed by parents, group-test results, or recommendation by other qualified persons. The teacher shall make adaptations in the student's program, consult with the school principal, and use other good education procedures in trying to resolve the problem through informal assistance so the student may remain in the regular classroom, if feasible.
2. Student Study Team - If the informal assistance described in "Identification" above has not resolved the problem, the Student Study Team, consisting of the school principal or designee, psychologist, teacher or counselor, and other related services personnel shall meet to suggest alternatives which may be tried by the school staff and/or parent to resolve the problem. If the problem remains unresolved and psycho-educational assessment is needed, the Team shall initiate a "Referral for Pupil Personnel Services" Form.
3. Referral - Within 15 school days from the date of receipt of a formal referral the psychologist shall develop a required Assessment Plan and submit it to the parents/guardians. Included with the plan will be a "Notice of Parent's Rights and Appeal Procedures" and a "Statement of Program Alternatives."

The parent shall be allowed 15 days to consider the Assessment Plan. If the parent(s) refuse consent the assessment does not proceed and the student remains in the regular program. If the parent(s) approve the assessment is conducted.

In the event consent for assessment is denied and the student cannot be maintained in a regular program, the District will utilize the guidelines prescribed in BP 2411, as appropriate, to deal with problems of behavior.