



## **SAGE Academy**

### **Policy # 509 – Special Education**

#### Referral Procedures for Special Education:

School districts are required to develop systems to identify persons with disabilities attending school. SAGE Academy has developed an identification system in accordance with requirements of nondiscrimination. SAGE Academy receives referrals from a variety of sources including parents.

#### Procedures for referral process:

1. Parent or teacher identifies a concern with the student's academic performance, communication, health/physical status, social/emotional or behavioral skills, motor skills, or functional skills.
2. Parent and teacher discuss concern.
  - A. if the parent requests a special education evaluation, the teacher will contact the special education teacher.
  - B. if a parent makes a request for evaluation either verbally or in writing, of any member of the SAGE Academy staff, that staff member will share the request with the Administrative Director. The AD will forward the request to the special education teacher.
  - C. in either situation, the special education teacher will meet with the parent to describe the referral process and provide the parent with a copy of the Notice of Procedural Safeguards.
  - D. all staff will be informed of this procedure annually.
3. Teacher gathers information on student performance and presents it to the building student assistance team.

4. The teacher conducts and documents pre-referral interventions.
5. If the concerns persist and performance is discrepant from classmates/norms, the teacher will submit pre-referral intervention data and information to the special education team.
6. The special education team will review the pre-referral data and information and contact the student's parent and classroom teacher for additional information and consultation.
7. The special education team will determine if the pre-referral information is adequate and if an evaluation is needed.
8. If an evaluation is needed, a meeting will be scheduled to develop the evaluation plan.