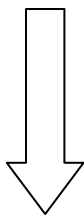




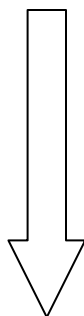
Chart of the Intervention Protocol Process

Internal Student Review Process



- Document specific concerns
- Collect work samples
- Conduct student interview
- Conference with parent
 - Share learning/behavior strengths and concerns
 - Share **Archdiocese of Louisville Intervention Protocol Policy Letter**
 - Share **Mind and Heart Assessment System**
 - Distribute **The ANSER* System** to teachers and parent
 - Obtain parent signature to begin the School Strategy Plan Process
 - Establish Strategy Team meeting within 2 weeks of conference
- Offer an informal screening to better target the student's strengths and weaknesses

Student Study/School Strategy Team Process

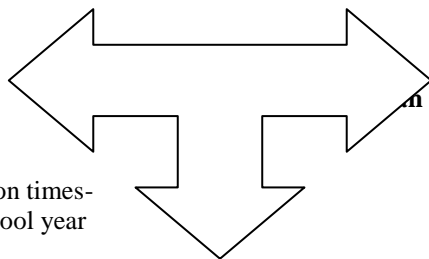


- Strategy team *may* consist of classroom teacher(s), principal, special educator, reading specialist, counselor, 504 coordinator, prior teachers, parents and student
- **Mind and Heart Assessment** consensus is obtained
- Team members share areas of strength/concern and collaborate to create a **Strategy Plan** (**Pre-conference Planning Form or Strategy Plan Prompt** may be used.)
- **Strategy Plan** is signed by all participants
- Reconvening dates are established
- **Student Evaluation Plan** completed if evaluation is warranted
- **Assessment Notification** form given to parent and to be returned within 2 weeks
- Schedule for informing parents of student progress is determined/forms are distributed to all service providers and parents
- **Documentation forms** are distributed to all service providers and parents
- Ongoing documentation is kept of the strategies utilized and student progress

Reconvene Strategy Team meeting

Continue with School

- * Plan was met with success
- * Continue to monitor
- * Share strategies at transition times-
at beginning of new school year



Restategize/Revise School Strategy Plan

- * Evaluate efforts
- * Reorganize strategies
- * Collaborate new strategies
- * Consult with Archdiocesan consultants if needed

Make referral for Student Evaluation

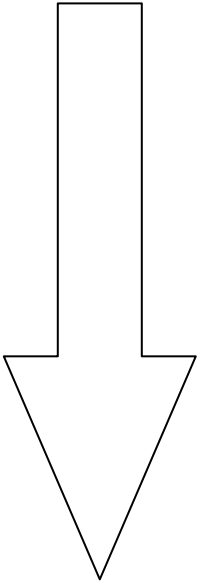
- * Complete **Student Evaluation Plan**
- * Complete appropriate items on **Referral Checklist**
- * Explain assessment options
- * Distribute **Assessment Notification** form with
Requested return within 2 weeks

- * If assessment report indicates the presence of a disability, begin Section 504 Plan process
- * When a recognized disability is not indicated in the assessment report, continue with/revise **School Strategy**

Plan

- * If permission for assessment is denied by parents, conference is held to evaluate student's present school placement

Student Study Team/ Section 504 Plan Process



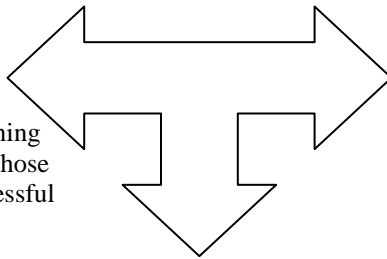
- Request a 504 Team meeting
504 Team consists of classroom teacher(s), principal, special educator, counselor, reading specialist, 504 coordinator, prior teacher(s) and parents (Archdiocesan Special Education Consultants may be asked to participate)
- Team members review all pertinent student information
(**Pre-conference Planning Form** may be used)
- Review and record assessment results
- 504 Team members collaborate to create a **Section 504 Plan (504 Plan Prompt)**
may be used
Areas of concern are identified
Specific goals are written for each area of concern
Strategies are developed for each appropriate component
- Discuss and identify which testing accommodations if any are most relevant to the stated goal
- Section 504 Team members read and sign the **Archdiocesan Section 504 Agreement**
- 504 Team members decide on a reconvening date
- Progress report dates are established and forms are distributed
- Schedule for informing parents of student progress is determined
- **Documentation forms** are distributed to all service providers and parents
- Ongoing documentation is kept of the strategies utilized and student progress

Reconvene 504 Team meeting

- Requests to reconvene the 504 Team for review of progress can be made by any team member at any time

Continue with 504 Plan

- * Plan was met with success
- * Continue to monitor
- * New plan is written at the beginning of each school year, continuing those accommodations that were successful



Re-strategize/Revise 504 Plan

- * Review individual strategies for each component
- * Collaborate new goals/strategies
- * Consult with Archdiocesan consultants if needed

Determining best school placement

- Documentation of implemented strategies is reviewed
- 504 Plan is evaluated for success
- 504 Team discusses present school placement



Principal determines final decision for best school placement