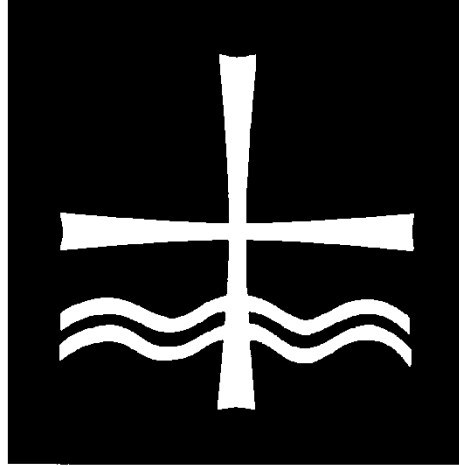


**Archdiocese of Louisville**

**Intervention Protocol Parent Letter**



## **Archdiocese of Louisville Intervention Protocol Parent Letter**

Dear Parent:

The Archdiocese of Louisville promotes a model of inclusion for children with mild disabilities in our schools. We believe that children with mild disabilities can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations are implemented. Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore we do not write or accept I.E.P.s (Individualized Education Plans) as public schools are mandated to do. However, our schools are guided by an Archdiocesan Intervention Protocol, which is based upon *Section 504 of the Rehabilitation Act*- a civil rights law requiring private schools to make student accommodations that are reasonable and are within a school's capability.

Prior to admitting a student with a diagnosed disability, our schools must consider:

1. The severity and degree of the disability.
2. The level of support needed from special services or any special equipment the student may require.
3. The number of students with disabilities currently enrolled in an assigned class. It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in any one classroom.
4. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc.

For those students enrolled in our schools who are experiencing learning or behavioral difficulties, a school Strategy Team meets to write a *Strategy Plan* which identifies specific goals and strategies which are directly related to the student's strengths and needs. The *School Strategy Plan* is shared with parents, teachers keep ongoing documentation of the teaching strategies they are utilizing as well as the results of those strategies, and the *Strategy Plan* is evaluated/revised after a designated period of time. If/When it is determined by the school Strategy Team, that formalized testing information is needed, a request for a psycho-educational assessment will be made.

For those students enrolled in our schools with a diagnosed disability, *Section 504 Plans* are written. The school will convene a meeting of a 504 Team whose members consist of school personnel, parents and the student-when appropriate. This team collaborates to identify the accommodations, which can be provided to enable the student to become a more successful participant in a particular class setting. All members of the 504 Team are asked to sign an agreement stating the responsibilities and rights of all parties. Documentation is kept on student progress and reconvening dates are established to evaluate the *504 Plan*.

If needed, the Archdiocesan Special Education Consultants are available to consult with schools on particular students and to offer assistance after the following:

1. The initial parent/teacher meeting has been conducted

2. All accompanying checklists have been completed
3. A School Strategy Plan has been implemented for at least 4-6 weeks
4. All team members in a reconvening meeting have reviewed the plan.

By signing below, I understand that I am required to provide my child's school with all pertinent educational and medical records and all previous assessment information. I understand that I have the right to access my child's records at any time. I understand that all information concerning my child is held in confidence at the school level. I understand that I am afforded the grievance procedure as articulated in my child's school handbook. I understand that I have the right to be kept informed of all educational decisions concerning my child and I have the right to be a full participant in the intervention process.

I have received a copy of the Archdiocesan Intervention Protocol.

Parent:
Parent:
Date:



## Use of Archdiocesan Parent Letter

The purpose of the Archdiocesan Parent Letter is to inform parents of the special education process utilized in our schools. It is intended to be shared with parents when:

- The School Strategy Plan process is begun
- When an enrollment decision is being made for a student with a recognized disability
- When a parent, at their own discretion, seeks out formalized assessment for their child and a recognized disability is indicated

Parent signatures are necessary to carry out the *Archdiocese of Louisville Intervention Protocol*. This provides permission for the Archdiocesan Special Education Consultants to review records, observe the student, and consult with school team members at any phase of the process. By signing this letter, parents agree to make full disclosure of all pertinent information regarding their child's history.

The signed parent letter is kept in the student's file and a copy is given to the parents along with a copy of the *Archdiocese of Louisville Intervention Protocol*.

**In complying with *Section 504 of the Rehabilitation Act*, parents are entitled to receive a statement concerning their rights. This letter has been designed to serve this purpose.**