

Referral, Evaluation, Placement, I.E.P.

Upon agency referral of a student to any of the BHBCC programs, it will be the responsibility of administration to convene the NW BOCES admission team composed of: classroom teachers, psychologist, school counselor/social worker, nurse supervisor, behavior specialist, residential supervisor, and an administrator. The team will work to ensure the intent, guidelines and requirements of both the Wyoming Department of Family Services Standards for Certification of Providers of Substitute Care Services For Children, IDEA, and Wyoming Department of Education Rules and Regulations Governing Programs and Services for Children With Disabilities in Wyoming School Districts are followed for any student acceptance or non-acceptance to the program.

This policy will apply through the referral, evaluation, placement, & I.E.P. process.

Referral, Evaluation, Placement and the I.E.P.

A. Referral

Referral to NW BOCES will be as follows:

1. Referral authorization by student's local school district representative or DFS casemanager.
2. Referral authorization signed by student (if applicable), parent/guardian.
3. Copy of local school district's IEP, evaluation information, and behavioral records.
4. The treatment team will review referral information for consideration of placement.

B. Evaluation/Assessment

1. An intake IEP meeting will be held to determine placement and any evaluation(s) needed.
2. The evaluation process will take place if so determined by the IEP Team.
3. A meeting will be held after the evaluation to review the reports. A written copy of all evaluation and assessment material, whether formal or informal, will be given to the parent/guardian, local school district, and DFS casemanager (if court ordered). These materials will be explained to the parent/guardian, student, local school district personnel, and DFS casemanager (if court ordered).
4. Parent/guardian rights will be presented in verbal and written form. Adequate time will be provided to discuss and explain these rights and privileges
5. Time will be provided for the parent/guardian, student, local school district, and DFS casemanager (if court ordered) to discuss, question, or give input to the evaluation process.

C. Placement

1. A meeting will be held with the BHBCC IEP Team, the student, parent/guardian, local school district, DFS (if court ordered), and/or any other agency related to the case.
2. This meeting will be for the purpose of presenting and discussing the most recent results of the evaluations, to write an individual education plan for the student and to determine placement or non-placement of the student at BHBCC.
3. Upon completion of the evaluation results and writing the IEP; the BHBCC IEP Team will make a recommendation for type of placement. The district, parent/guardian, and if a court ordered placement, DFS will make a decision for placement options.
4. If placement at BHBCC is recommended by the BHBCC IEP Team, the student, parent/guardian, local school district, DFS casemanager (if court ordered) and BHBCC administration will sign the placement documents for placement at BHBCC. The parent/guardian will be given verbal and written information on rights and privileges of parent/guardian.
5. Time will be given for discussion, questions, recommendations, and input from the parent/guardian or local school district and/or DFS of their rights, the student's rights, or any question pertaining to the BHBCC program.

8004a1-R

* BHBCC IEP Team means all BHBCC certified personnel involved with the student, the parent/guardians and anyone they wish to invite to the meeting or team, the local school district representative, DFS casemanager (if court ordered), and any other agency representatives involved in the meeting.

Student - if the student is age 18 or requests to be at the meetings he/she may attend.

8004a2-R

Adopted 9-28-05
Revised 12-11-09
Revised 1-22-14