

**ROSEVILLE AREA SCHOOLS**  
Independent School District No. 623

Policy 552 – Informing Students/Parents of Services of Outside Agencies

1.0 Purpose

The Roseville Area Schools, while responsible for the educational program for students in the District, recognizes that students/parents may also receive the assistance of the school in identifying the services of other public or private agencies or individuals.

The licensed staff of the Roseville Area Schools may inform students/parents about services available from individuals or public or private agencies outside of the District when appropriate. Such information shall be conveyed either as suggestions for services (2.1) or direct referrals (2.2).

2.0 Definitions

2.1 “Suggestions” shall mean a statement made based on the staff member's professional knowledge, which may be accepted or rejected by the student/parent to whom the statement is made.

2.2 “Direct referral” shall mean a recommendation made by the District that must be accepted by the student/parent to whom the recommendation is made subject to due process procedures.

3.0 Suggestions for Services

3.1 Staff members shall consult with one or more of the following individuals before making suggestions: District or building administrator, supervisor, counselor, nurse, psychologist and/or social worker.

3.2 Any staff member making a suggestion should clarify the difference between a suggestion and a direct referral, the implications, and the responsibility of the District. Preferably more than one resource should be named.

3.3 The staff member must complete a letter following the suggested format, which documents the suggestions, and give or mail it immediately to the student/parent.

3.4 Suggestions are not intended as endorsements of specific individuals or agencies and the District accepts no responsibility for the quality of the services provided.

3.5 The student's right to attend school or receive educational services will not be denied whether the suggestion is accepted or rejected.

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### 4.0 Direct Referrals

- 4.1 Direct referrals may be made only by building principals or supervisors subject to approval by the District administrator with direct responsibility in the area.
- 4.2 Direct referrals will normally be to a specific individual or agency for the purposes of individual evaluation, diagnosis and/or recommendations for individualized educational program planning.
- 4.3 Direct referrals will be communicated to the student/parent in writing.
- 4.4 Specific conditions of the direct referral will be described in a written agreement between the District and the specific individual or agency.
- 4.5 Failure to comply with the direct referral may result in the modification of the student's educational program and/or attendance arrangement.

### 5.0 Financial Responsibility

- 5.1 The School District is not responsible for any costs incurred by a student/parent in following suggestions.
- 5.2 The District is financially responsible for the costs of evaluation and diagnosis required as part of a direct referral.
- 5.3 The District is not responsible for the costs of treatment determined as a result of a direct referral for evaluation and diagnosis.

2/12/91 Adopted  
10/23/01 Revised