HUMAN RESOURCES

Procedures to Follow if a Specific Recommendation for Professional Services is Requested

In the event that parents or staff members request a specific recommendation for professional services, i.e., medical assistance, counseling services, etc., from a school employee, the following procedure shall be followed.

I. Medical, Neurological or Psychotherapy

A. The school employee shall suggest that the family physician be contacted initially in order to determine the most appropriate services and to make additional recommendations when warranted.

B. In those cases where there is no family physician, the persons shall be directed to the telephone book for the lists of all physicians in the immediate area. At no time shall a specific physician be recommended.

II. Counseling Services

A. The school employee shall request that the school administrator, the school psychologist, or guidance counselor meet with the parent following a thorough review of a student's needs. This review may or may not require an educational or psychological evaluation.

B. If counseling appears warranted, the teacher, the school administrator, school psychologist, or guidance counselor shall discuss the possibility of counseling with the parents or staff member. If the parents or staff member request a specific recommendation, a list of the names of many of the northern Virginia psychologists, psychiatrists and clinics shall be provided.

III. Students Enrolled in Special Education

A. Any recommendation for an independent evaluation or specified related service shall be signed by members of the Local School Screening Committee

B. Recommendations for independent evaluations shall be submitted in writing to the Director of Special Education for approval.
IV. Diagnostic & Evaluation Clinics

A. All referrals for diagnostic and evaluation services shall be made to the Prince William County Health Department.

B. This information shall be placed in all teacher handbooks to ensure proper implementation.

The Director of Human Resources is responsible for implementing and monitoring this regulation.