



Regina Roman Catholic Separate School Division # 81

Students 9221 Intervention Committee	Administrative Application	
	Effective:	January 7, 2019
	References:	The Education Act 1995, Sec. 152, 153 Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) does its best to work cooperatively with all students to resolve any concerns, issues, etc. at the school level. In the event that these cannot be resolved at the school level, a student may be referred to the Intervention Committee.

Application

1. General

Where the matter of a student's needs is referred to the Intervention Committee the Director or designate is authorized to form such a committee [*The Education Act 1995, Section 153 (1)*]. This committee may be comprised of

- a. the committee Chair (or designate if the Chair is presenting part of the referral),
- b. a school-based counsellor from the school the student attends,
- c. the principal from the school the student attends,
- d. the senior administrator in charge of the school the student attends, and
- e. other personnel who may assist in decision-making.

2. Principal's Referral

A principal may recommend that a student be referred to the Intervention Committee according to *The Education Act 1995, Section 153 (1)*. When a principal has received information and is satisfied that a student's needs are extreme and require the collaborative approach of a committee, the principal shall:

- a. inform the student, if appropriate, why they are being recommended for an Intervention Committee review.
- b. contact the parent or guardian and indicate;
 - i. the reason for the referral,
 - ii. the process of the referral, and
 - iii. their right to consultation in any study or investigation conducted.



Regina Roman Catholic Separate School Division # 81

- c. immediately inform the designated senior administrator of the recommended referral; and
- d. prepare a brief written report (Principal's Intervention Committee Referral) promptly and forward it to the committee chair (to be distributed to committee members and parents/guardians should the matter proceed to a full Intervention Committee review).

Upon receipt of notification from a principal that a student has been referred to the Intervention Committee, the Chair of the school division's Intervention Committee will prepare for further processing.

3. Intervention Committee Processes

- a. The Intervention Committee is established as a school division committee, rendering decisions on behalf of the school division. Such decisions may include, but are not limited to, specific treatment, counselling, or alternate academic placement.
- b. The Intervention Committee Chair shall;
 - i. finalize the composition of the committee,
 - ii. establish the time and place of the conference,
 - iii. inform the parents of the appropriate details including the importance of their participation in the conference,
 - iv. receive and distribute the principal's report (Principal's Intervention Committee Referral) attached to the members of the committee and the parents,
 - v. chair the meeting as scheduled, and
 - vi. prepare a letter outlining the decision of the Intervention Committee and forward it to the principal, parents, and designated senior administrator.



PRINCIPAL'S INTERVENTION COMMITTEE REFERRAL

SCHOOL

PRINCIPAL:

HOME ROOM TEACHER:

STUDENT DEMOGRAPHIC INFORMATION

Student's Name:	Date of Birth:	Grade:
Address:	Postal Code:	Program:
Names of Parents/Guardian:		
Home Telephone: Mother:	Father:	
Work Telephone: Mother:	Father:	

REASON FOR REFERRAL:



INTERVENTIONS

	STRATEGY	LENGTH OF TIME	RESULT
SCHOOL BASED			
SYSTEM BASED			
OUTSIDE AGENCY			

PARENTAL INVOLVEMENT:

BRIEF ACADEMIC HISTORY:

BRIEF ATTENDANCE HISTORY:

Principal's Signature: _____

Date: _____