ALTERNATIVE SCHOOL REFERRAL GUIDELINES

I. STUDENTS REFERRED FOR HABITUAL TRUANCY
(all of the following criteria must be met)

The parent has been notified in person of the concern.
At least two letters have been sent home.
Documentation of CSI/CARE team meeting to determine if a pattern of truancy is developing.
Documentation of interventions attempted by the school to remediate truancy, such as;

- parent notification letters,
- parent conferences,
- schedule adjustments,
- counseling contracts,
- parent support.

CARE documentation and recommendations.

Referral to Truancy Worker and/or CINS / FINS with the follow-up status of the referral.

Student has 15 days of unexcused absences within the last 90 calendar days. This is supported by information that appears on the S242 or S244 AS400 screens.

Student is in grades 6 – 10 and under the age of 16.

The parent has been sent a Parent Notification Letter of Recommendation for an alternative school placement.

II. STUDENTS REFERRED FOR HABITUAL DISRUPTIVE BEHAVIOR

The parent has been notified in person of the concern.

Documentation of interventions attempted by the school to remediate disruptive behavior such as;

- parent notification,
- parent conferences,
- counseling,
- behavior contracts,
- classroom interventions,
- parent support.

CARE documentation of review and recommendation for Alternative School placement.

Reasons CARE may recommend EH evaluations:

- Evidence of incomplete referral to CARE in cumulative file which was not brought to closure
- Evidence of consistent and persistent disruptive behaviors occurring over time without ESE evaluation and (in)eligibility staffing
- Disruptive behaviors are not related to a traumatic event (death, divorce, etc.)
- Dismissal from ESE placement within the last five (5) years
- Excessive discipline referrals with little evidence of successful school interventions
Non-ESE Student -- recommendation clearly states that upon review and assessment, the student is not eligible for an ESE – EH placement

ESE Student -- recommendation clearly states that upon review and assessment, that the student’s behavior is not a result of his or her handicapping condition and the student is not eligible for a more restrictive environment

ESE Student -- documentation is present that the school has completed a Functional Behavioral Assessment on the student and implemented a behavior plan for at least 20 days

ESE Student -- the student’s IEP and three year re-evaluation are current

The parent has been sent a Parent Notification Letter of Recommendation for an alternative school placement.

III. STUDENTS REFERRED FOR BEHAVIORS THAT INTERFERE WITH LEARNING

The parent has been notified in person of the concern.

Documentation of interventions attempted by the school to remediate behaviors such as;

- parent notification letters,
- parent conferences,
- schedule adjustments, counseling,
- behavior contracts,
- parent support.

CARE documentation and recommendations.

Documentation of a pattern of skipping individual classes during the school day (students at any grade / age) as supported by information on the S243 screen.

Classroom documentation of continual behaviors that interfere with student learning that may not be reported to the school administration, such as;

- persistent refusal to do any classwork,
- acting out behaviors that disrupt the instructional process,
- disinterest in school,
- the student has stated an intent to drop out of school.

The parent has been sent a Parent Notification Letter of Recommendation for an alternative placement.

IV. STUDENT IS RECOMMENDED FOR EXPULSION FROM SCHOOL

Appropriate documentation has been sent to the District Discipline Coordinator.