

## REFERRAL PROCEDURES

### Attendance Referral

- School personnel notify the school secretary/attendance secretary concerning a student's poor attendance.
- Secretary/attendance secretary will notify the attendance advisor to make a home visit if student has two consecutive absences (with no contact from parent/guardian) or chronic patterns of absences.
- The attendance advisor will inform the secretary/attendance secretary concerning reason for student's lack of attendance.
- If there are issues that need additional assistance, the attendance advisor will inform and refer chronic absences to School Based Clinician (SBC), school counselor, assistant principal, and /or school nurse.
- When student attendance drops below 90% the Student Intervention Team (SIT) will develop a plan for improving the student's attendance. Principal may send a letter to the parents noting concern about student's attendance and requesting a parent conference.
- The attendance advisor will send an attendance letter when a student has accumulated **five days** of absences throughout the school year due to truancy, several elective absences, and/or no contact to the school by parent/guardian.
- The attendance department will notify the prosecuting attorney's office when student has accumulated **eight days** of absences throughout the school year due to truancy, several elective absences, and/or no contact with school by the family. Prosecuting attorney will send a letter.
- Further intervention by attendance advisor, SBC, juvenile, and a hotline call is made.
- School Intervention Team reviews student intervention plan. If attendance decreases and there is a lack of cooperation from student/family, team refers student to Attendance Advisor for further actions.
- If absences continue to **twelve days** or more, the attendance department will conference with the prosecuting attorney, Division of Family Services, and Juvenile Office for further actions.
- Parent sanctions may be issued by the Prosecuting Attorney's Office.
- Student Intervention Team will be kept apprised of attendance office contacts with students and parents by the attendance advisor. Team members may also check attendance on eSchoolPlus or with the site attendance secretary..

### Homeless Student Services

- A student is considered homeless if living in a shelter, motel, or another family. They do not have a permant dwelling.
- Secretary will code student homeless in eSchoolPlus.
- If school needs assistance in working with homeless student and family, contact the Homeless Coordinator.

### **Migrant Student Services**

- The school secretary includes a Missouri Migrant Education Program Parental Survey form in school enrollment packet.
- The school secretary returns completed forms to the Migrant Coordinator through the school mail.
- The Migrant Coordinator will notify the school if student qualifies for services.

### **Clothing and Shoe Bank Referral** - provided by PTA Council and Kiwanis Club

- School personnel who identify a student's need for clothing or shoes notify the school secretary.
- The school secretary contacts parents about clothing and shoe bank vouchers. To qualify, students must be on free/reduced lunch program or show need due to emergency circumstances. The vouchers indicate location and time for families to go to the shoe and clothing banks.
- Copies of vouchers may be obtained from the Coordinator of Health Services.

### **Wake-Up Call Referral** - provided by Professional Answering Services

- When student is chronically late due to family issues, school personnel refer the student to school secretary/attendance secretary for wake-up call service.
- Secretary/attendance secretary or the attendance advisor will obtain permission from the parents to start a wake-up call.
- When approved, secretary notifies the attendance advisor to make a referral to the wake-up service.

### **Bus Pass, Hair Dryer, Alarm Clock, School Supplies**

- School personnel who identify a student/family in need of these items contact the school secretary.
- When school cannot provide these items, the school secretary can request assistance from the attendance advisor.

### **Holiday Food Basket and Toys** – District program “Share the Joy of the Holidays”

- In November, principals receive an information packet about the procedures for “Share the Joy of the Holidays” from the attendance coordinator. Families will be referred to the Holiday Clearing Center to sign up for holiday food baskets and toys. School secretary has date, time and location during the month of November for family sign up.

### **Family In Crisis** – food, shelter, clothing, transportation, household needs, etc.

- School personnel refer student/family in crisis to principal, nurse, counselor, or secretary/attendance clerk.
- When school cannot provide needed assistance to the family in crisis, refer family to the attendance advisor. The attendance advisor will work with school personnel and family to match family needs with resources.