

**STUDENT RE-ENTRY GUIDELINES**

Student Name/DOB: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

In planning for the re-entry of a student who has been out of school for any length of time, including mental health hospitalization, or if the student will be transferring to a new school, the school site administrator/designee may consider any of the following action items:

<b>Returning Day</b>	<input type="checkbox"/> Have parent escort student on first day back. Develop a re-entry communication and safety plan in the event of future emergencies.
<b>Hospital Discharge Documents</b>	<input type="checkbox"/> Request discharge documents from hospital or Medical Clearance for Return to School (see Attachment H) from parent on first day back.
<b>Meeting with Parents</b>	<input type="checkbox"/> Engage parents, school support staff, teachers, and student, as appropriate in a Re-Entry Planning Meeting. <input type="checkbox"/> Identify on-going mental health resources in school and/or in the community. <input type="checkbox"/> Modify academic programming, as appropriate. <input type="checkbox"/> Consider an assessment for special education for a student whose behavioral and emotional needs effect their ability to benefit from their educational program (see REF-5578.0 <i>Guidelines for Individualized Education Program Teams Regarding the Social-Emotional Needs of Students with Disabilities</i> , October 17, 2011) <input type="checkbox"/> If the student is prescribed medication, monitor with parent consent. <input type="checkbox"/> Offer suggestions to parents regarding monitoring personal communication devices, including social networking sites, as needed. <input type="checkbox"/> Notify student's teachers, as appropriate.
<b>Identify Supports</b>	<input type="checkbox"/> Assist the student in identifying adults they trust and can go to for assistance at school and at home.
<b>Address Bullying, Harassment, Discrimination</b>	<input type="checkbox"/> As needed, ensure that any bullying, harassment, discrimination is being addressed.
<b>Designate Staff</b>	<input type="checkbox"/> Designate staff (e.g., Psychiatric Social Worker, Pupil Services and Attendance Counselor, School Nurse, Academic Counselor) to check in with the student during the first couple weeks periodically.
<b>Release/Exchange of Information</b>	<input type="checkbox"/> Obtain consent by the parent to discuss student information with outside providers using the Parent Authorization for Release/Exchange of Information (see Attachment F).
<b>Manage and Monitor</b>	<input type="checkbox"/> Case management and monitoring – ensure the student is receiving and accessing the proper mental health and educational services needed.