

RE-ENTRY PROCEDURE CHECKLIST

FOR STUDENTS RETURNING TO SCHOOL FROM A MENTAL HEALTH HOSPITALIZATION

1 SCHOOL RECEIVES NOTIFICATION OF STUDENT'S HOSPITALIZATION

If notification is electronic:

- Forward to student's counselor and notify building administration.

If notification is verbal from parent:

- Thank and reassure the parent.
 - "Thank you for letting the school know, glad student is getting help they need."
 - First priority is ensuring student gets better; school will work with them to help the student transition back to school when ready.
 - Tell parents someone will be contacting them to follow up (if not you). Find out best time(s) & way(s) to contact parents.
 - Refer information to students' counselor and notify building administration.

Determine who will be the point person (ie., counselor, building administrator, social worker, teacher consultant).

3 COMMUNICATION & COORDINATION AMONG SCHOOL STAFF DURING STUDENT'S HOSPITALIZATION

- Inform the student's teachers of the situation and provide any additional information available.
- If appropriate, encourage teacher(s) to reach out to the student to let the student know they are thinking of them, hope they feel better soon, reassure them that they will work together when they come back to figure out how to catch up, etc.
- Communicate with teachers what the school work plan is during student absence.
- If possible, have teachers designate in grading platforms which assignments and assessments will be forgiven, and indicate extended due dates for assignments and assessments that need to be made up.
- Provide any needed guidance and support to teachers excusing/forgiving work.
- Stop any attendance letters from going home.
- Discuss any potential changes or accommodations that may help the student upon their return (reduced day, schedule changes, etc)
- Keep teachers updated as information becomes available about student's progress, discharge, and return to school.

2 COMMUNICATION WITH HOME UPON NOTIFICATION OF HOSPITALIZATION

- Gather any details that the parent is comfortable sharing:
 - Where is the student being admitted?
 - What is the anticipated length of absence?
 - Is there a release of information outlining the information to be shared between the school and the treatment program?
 - Any information the school shares would be specifically related to the social, emotional, and behavioral functioning of the student at school.
 - Helpful information about the treatment program, including information/strategies that will:
 - Help us provide more supportive interactions with the student,
 - Help the student manage their school stress,
 - Help the student self-regulate at school.
 - What information/reason about the absence is the student comfortable with teachers knowing?
 - What is the student's capability or desire to complete work during the absence?
 - For programs with a school component, schools will follow treatment facility recommendations for school work.
 - Teachers will work with students upon their return to determine what missing work will be forgiven, what works needs to be made up for learning, and what work needs to be completed for a grade.
 - Statement of admission from hospital will excuse absences.
 - Any other information the parent wants to share.
 - Agree to be in contact when discharge date is known or when any changes impact school.
 - Check in with student and family weekly to find out how the student is doing, answer any questions, and address any worries about school.



RE-ENTRY PROCEDURE CHECKLIST

FOR STUDENTS RETURNING TO SCHOOL FROM A MENTAL HEALTH HOSPITALIZATION

4 SCHEDULE A STUDENT RE-ENTRY MEETING WHEN DISCHARGE DATE IS KNOWN.

- Inform teachers and other staff (with an educational interest in the student) of student's return date.
- If it is helpful to arrange a Student Re-Entry Plan Meeting with hospital/program staff in attendance the meeting would need to be scheduled before the student is discharged.
- In general, schedule a re-entry meeting anytime prior to the student returning to class.
- Invite those most helpful to the student & situation: student, parent(s), counselor, teacher, TC, graduation coach, social worker, parapro, administrator, coach, etc.
- Do not overwhelm the student with too many people. So, the meeting could be any combination of people, or could also just be a meeting with the student and their school counselor.
- Inform parent of the re-entry meeting date and who will be attending the meeting.

6 HOLD STUDENT RE-ENTRY PLAN MEETING

- [Student Re-Entry Plan Meeting template](#)
- Complete [Support & Safety Plan](#) if needed.
- After the meeting, inform student's teachers and any other staff supporting the student of any responsibilities they have within the Student Re-entry Plan and let them know of any Self-Regulation/ Mental Health Support/ Safety plans the student will be using.

5 MAKE CONTACT WITH THE TREATMENT TEAM BEFORE DISCHARGE (IF THE PARENT SIGNED RELEASE)

- What strategies does the hospital/program suggest to help the student manage their school stress?
- Did the hospital/program identify any triggers to a student's distress or any physical/behavioral warning signs that we may see here at school?
- Any specific ways of talking with the student or other ways school staff can interact with the student that you found helps the student to de-escalate, self-regulate, or re-direct behavior?
- If suicide risk or suicidal ideation is an issue, what prevention steps and/or response actions by staff and agreements with home should be included in a school "safety plan"?

7 REVIEW STUDENT RE-ENTRY PLAN WITH STUDENT AND PARENTS REGULARLY

- Problem-solve any issues the student may have and/or adjust the Student Re-entry Plan as needed.