

INFORMAL FINS REFERRAL CRITERIA

AUG-DEC (1ST SEMESTER) = REFER AT 5 DAYS FOR ELEMENTARY SCHOOL
REFER AT 5 DAYS FOR MIDDLE SCHOOL
REFER AT 5 DAYS FOR HIGH SCHOOL

JAN-END OF YEAR (2ND SEMESTER) = REFER AT 10 DAYS FOR ELEMENTARY SCHOOL
REFER AT 10 DAYS FOR MIDDLE SCHOOL
REFER AT 10 DAYS FOR HIGH SCHOOL

14 DAYS TOTAL > ELEMENTARY 14 DAYS TOTAL > MIDDLE 14 DAYS TOTAL > HIGH

**Students who reach 12 Tardies during the 1st semester to School may be referred for Truancy.
Students who reach 24 Tardies during the 2nd semester to School may be referred for Truancy.**

Please see handbook on Tardies.

PLEASE DO NOT REFER WHEN:

- PARENTS ARE RESPONSIVE TO SCHOOL'S CONCERNS REGARDING CHILD
 - STUDENT WAS HOSPITALIZED & CONTACT WAS MADE WITH PARENT
 - STUDENT HAS CHRONIC DISABILITY LETTER ON FILE
 - STUDENT ABSENT FOR RELIGIOUS HOLIDAY, DEATH IN FAMILY, OR HAS MEDICAL NOTES
 - STUDENT'S PARENT HAS WRITTEN NOTES FOR 1-2 CONSECUTIVE DAYS
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BEHAVIOR REFERRALS:

REFER CHILD AT 3RD SUSPENSION PROVIDED THAT 3 OF THESE ARE IN PLACE

- A/BIT INTERVENTIONS HAVE STARTED FOR REGULAR EDUCATION STUDENTS
- CHILD HAS BEEN SEEN BY SCHOOL SOCIAL WORKER/COUNSELOR FOR INTERVENTIONS
- SCHOOL HAS HELD OR ATTEMPTED TO HOLD A PARENT CONFERENCE
- INTERVENTIONS ARE NOT AFFECTING BEHAVIOR CHANGE & STUDENT CONTINUES TO VIOLATE SCHOOL RULES

REFER ALL STUDENTS AT THE TIME OF EXPULSION UNLESS STUDENT HAS COMMITTED A DELINQUENT ACT AND/OR BEEN ARRESTED. (EXAMPLE: THEFT, DRUGS, ASSAULT, ETC.)

PLEASE DON'T REFER WHEN:

- ✓ THE FAMILY HAS ACCESSED SERVICES FOR THE STUDENT AND IS ACTIVELY PARTICIPATING IN THOSE SERVICES
- ✓ THE PARENT IS RESPONSIVE TO THE SCHOOL'S CONCERNS & IS WILLING TO WORK WITH THE SCHOOL SOCIAL WORKER/COUNSELOR & ACCEPTS REFERRALS TO COMMUNITY SERVICES
- ✓ WHEN ABUSE OR NEGLECT IS KNOWN OR SUSPECTED. REFER TO DCFS AT 1-855-452-5437

SPECIAL EDUCATION STUDENTS:

- ❖ REFER SPECIAL ED STUDENTS WHEN THEY ARE TRUANT USING THE SAME CRITERIA AS REGULAR ED STUDENTS
- ❖ REFER SPECIAL ED STUDENTS WITH BEHAVIORAL ISSUES **ONLY** WHEN PARENTS DO NOT ATTEND IEP MEETINGS.

ALL TRUANCY REFERRALS MUST BE RECEIVED BY **MARCH 31st** OF CURRENT SCHOOL YEAR. REFERRALS SUBMITTED AFTER THIS DATE WILL NOT BE ACCEPTED. **ANY TRUANCY REFERRALS SENT AFTER FEBRUARY 28TH WITH TWENTY-FIVE (25) OR MORE ABSENCES WILL NOT BE ACCEPTED.** HOWEVER, BEHAVIOR REFERRALS WILL BE ACCEPTED UNTIL THE END OF THE SCHOOL YEAR.