

**DISAFFECTED STUDENTS
(Regulation)**

High School:

The primary concern of the guidance department is the success of the students of Rutherford High School. With this as our goal, the following procedures are employed in dealing with the student who is a potential drop out.

1. Through counselor interview or referral the disaffected student or the potential drop out will be identified by the counselor:

The referral and identification (verbal or written) may be made by:

1. the student
 2. the parents
 3. a teacher or teachers
 4. the school nurse
 5. members of the Child Study Team
 6. administration
2. The referral may be made for the following reasons:
 1. Student not doing well but has the potential to benefit from specialized program.
 2. Student's academic achievement generally below his/her ability (underachiever).
 3. Student's record shows an increase in absences and tardiness.
 4. Student's self image is poor.
 5. Student's motivation is poor or lacking.
 6. Student's family setting appear to have a detrimental effect on the pupil.
 7. Student has difficulty operating in the traditional school organization.
 8. Student lacks the skills to form and maintain acceptable relationships with peers and adults (behavior problems).
 9. Family's economic problems may interfere with student's completion of education.
 10. Student involvement in school activities lacking.
 11. Student involvement with community law enforcement agencies.
 3. The counselor will interview the student and discuss the problem. If the matter has been referred to the Intervention and Referral Services (IRS) Committee, recommended intervention strategies shall be implemented. A plan for dealing with the problem will be developed and approved by the student and counselor if the IRS Committee is not involved.
 4. Progress of the plan will be checked by the counselor at specified intervals. If the problem is not being resolved a possible referral for an evaluation by the Child Study Team will be discussed.
 5. The counselor will help the student to continue with his/her education. He/she will provide an

accepting, sincere, supportive, attitude toward the student.

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6. Appropriate conferences to coordinate the approach to handling the problem will be organized and executed by the counselor.
7. Through the steps taken the student will hopefully be encouraged to remain in school. If all parties determine that leaving school is necessary, then the alternatives will be discussed.
 - a. vocational school
 - b. GED
 - c. adult school
 - d. evening high school (accredited) - other existing programs
 - e. military service
 - f. any other special programs available at that time
8. The exit interview should assure the student that he/she is always welcome to return to school to make use of any services the guidance department or administration may offer.
9. A student must meet with the Director of Guidance prior to leaving school.
10. No student will be permitted to leave without a parent/counselor or parent/Director conference.

Elementary:

Disaffected students should be referred to the student assistance counselor utilizing the Guidance Referral Form.

- A. The counselor will discuss the student with the teacher(s).
- B. The counselor will take the following action(s) depending upon the individual student and situation.
 1. Observe the student in class.
 2. Study the student's academic records.
 3. Conduct a conference with the parent or parents to obtain background information, make suggestions, and refer them to other resource agencies.
 4. Counsel the student on a regular basis.

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5. Discuss the student's progress report with the student, and send a copy to the parent or parents. (Teachers are expected to fill out a progress report for the student each week.)
6. Provide additional tutoring for the student in the subjects needed.
7. Schedule the student for a study skills groups (if appropriate).
8. A referral to the Intervention and Referral Service Committee for development of intervention strategies.
9. A referral for Child Study Team evaluation will be considered.

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