

**Community High School Placement
Process Initial Intake Process
Tier 1 or Tier 2 Intervention**

- Schools recommend students to a committee consisting of the Community High School Principal, Community High School Counselor, Associate Superintendent, Director of Secondary Education, Director of Student Services, Director of Graduation Initiative and Director of Special Education.
- Students may self-refer (**Tier 1**) or they may be referred by school personnel due to lack of progress or after intervention in academics, and/or behavior (**Tier 2**, or due to personal circumstances and need for an alternative setting, i.e. pregnancy and child care, chronic homelessness, etc.).
- The Intake Meetings will be held three times per year, two times for fall semester and once for spring semester

Fall semester –There will be two Intake Sessions for the fall semester. Schools will present students for fall semester enrollment at an early spring Intake Session. The second Intake Session will be held prior to the start of the school year and will be completed by the Graduation Initiative staff; any emergencies arising for students needing placement will be given to the Graduation Initiative staff over the summer. All Graduation Initiative summer referrals will be made directly to the principal by the Graduation Initiative Specialist.

Spring semester – Schools will present students at an Intake Session before the end of first semester

- A school administrator and counselor/social worker will present students, providing the committee with a complete student Intake Packet along with outcomes of any Tier 1 or Tier 2 intervention strategies that have been implemented with fidelity.
- Schools will be informed within three days of student acceptance by the review committee.
- Notification for non-acceptance will be provided to administration within three days.
- The student (parent if student is under 18) must be agreeable with the placement.

Referrals should meet one or more of the following criteria:

- a) Not meeting state/local/proficiency standards
- b) Grade retention
- c) Unidentified or inadequately addressed learning needs
- d) Alienation from school

- e) Unchallenging curricula and/or instruction
- f) Tardiness and/or poor school attendance
- g) Negative peer influence
- h) Unmanageable behavior
- i) Substance abuse and other health risk behaviors
- j) Abuse and neglect
- k) Developing/ongoing family, community and/or school support situations
- l) Limited English proficiency or
- m) Other risk factors (ex. Multiple school transfers)

**Community High School
Emergency Placement
Criteria Tier 2 or 3
Intervention OR**

Response to Student's Immediate Needs

1. All emergency placement requests from Buncombe County Schools will come through the Graduation Initiative.
2. A complete intake packet must be submitted which includes interventions.
3. For a **student to be considered** for emergency placement at Community High School they must meet one or more of the following standards:
 - a) Student has experienced a traumatic event that makes success in home school environment less likely for them at this time. Examples are family death, pregnancy/parenting issues, entry into foster system, and/or other situations.
 - b) Student is documented as homeless through McKinney Vento.
 - c) The student is a consistent bullying victim, and bullying has not lessened with interventions.
 - d) Student has not made significant academic/behavior progress with Tier 2 interventions implemented with fidelity that have been designed to address the student's immediate need.
 - e) Student is enrolling in Buncombe County from an educational alternative school.
 - f) The student is a junior or senior who can graduate on time, if needed classes are offered at Community High School.
 - g) Other situations may be deemed appropriate by the superintendents.
 - h) The Therapeutic Alternative Placement Process (below) should be followed when a student enrolls in Buncombe County Schools from a therapeutic public/non-public setting.

4. Referrals to Community High School may be evaluated by the Graduation Initiative Director, Community High Principal and Superintendent/designee to determine placement. Other school staff may be part of the review as needed.
5. Appropriate individuals will be notified of acceptance within three days of the information being received by Community High School.
6. Community High School will provide the home school notification of why the candidate was not accepted within three days.

Therapeutic Alternative Placement Process Tier 3 Intervention

Buncombe County Schools will review and determine placement of all students enrolling from mental health or other therapeutic settings. The following types of settings should be considered for this procedure:

- Day treatment settings or other private/public day treatment programs
- Mental health residential settings, i.e. Psychiatric Residential Treatment Facilities, Substance Abuse Treatment facilities, Group homes addressing sexualized behavior or other mental health issues
- Therapeutic Camp settings
- Juvenile Justice residential facilities or other settings placed by Department of Juvenile Justice (DJJ).

The process to enroll and place students from Positive Approach to Student Success (PASS) is as follows:

1. The school social worker and/or day treatment liaison will provide and/or secure any relevant assessment or performance data from the day treatment or therapeutic setting.
2. If student is transitioning from PASS at the beginning of second semester, referral should be made to the full committee at the appropriate time.
3. If student is transitioning from PASS, the Child and Family Team (CFT) will meet to determine the student's current treatment needs **including** the need for continued day treatment and/or other levels of mental health support. If the student is to transition back to home school, a projected date when day treatment will be discontinued will be set. The CFT must consider the home school as the first option and carefully evaluate school interventions and mental health supports that can be put in place in that setting. **Please note:** *At times, a day treatment student may be discharged based upon discontinued mental health services rather than a CFT decision.*
4. If there is an identified need for alternative placement, i.e., based upon **current**

student behaviors and beyond just the need for small group settings, a referral to Community High School may be made and sent to the Director of Student Services. The CFT may make a recommendation for referral to alternative school placement but do not make the decisions for placement.

5. The Director of Student Services in conjunction with the Superintendent's designee will present the referral and arrange a meeting with Community High School to review the referral and determine a placement decision. The meeting may include a social worker, parent, or student as appropriate.
6. The Superintendent may review any decision and make alternative placements as he/she deems appropriate.
7. Communication of decisions made will occur immediately after decision is made.

The process for students enrolling from therapeutic settings outside of BCS:

1. If a student is enrolling from a therapeutic setting outside of BCS, the student and parent should complete enrollment paperwork at the school assigned by their home residence.
2. The counselor/school social worker (Graduation Initiative if necessary) will schedule a Child and Family/IEP team meeting with the parent(s) and involved agencies to determine behavior needs and supports to be delivered in the school setting. Consideration will be given to how supports can be made in the school assigned by the location of their home residence or, if appropriate, determine the specific student-centered need for an alternative placement based upon the student's *current* demonstrated behaviors.
3. If the student is to be referred to Community High School, Middle College or our school-based day treatment settings, school personnel involved will contact the Graduation Initiative Specialist and/or day treatment liaison to initiate the referral process.
4. Referrals should be sent to the Director of Student Services who will meet with the principal and other Community High School Principal and other personnel to consider the referral and make a placement decision. The meeting may involve the social worker, Graduation Initiative personnel, student and family, or other community agencies.
5. The Superintendent may review any decision and make alternative placements as he/she deems appropriate.
6. Decisions made at the meeting will be communicated in writing immediately after the placement decision.

Adopted: February 7, 2019