

CASE MANAGEMENT SERVICES

Table of Contents

A. Overview	1
B. Referral Process.....	1
1. Non-Exceptional Student Education Students	1
2. Exceptional Student Education/504 Students	2
C. Discontinuing Case Management Services	2
D. Process for a Referral Back to the District Student Placement Committee.....	2

A. Overview

School social workers provide case management services for students referred from the District Student Placement Committee (DSPC) that are allowed to return to their zoned school or alternate school in lieu of expulsion, or any case as deemed appropriate by DSPC. Students who transfer to another school within the district are assigned to the designated school social worker for that school.

Case management services include assessing needs, monitoring students’ academics, attendance, and discipline, and offering appropriate interventions as needed to the students and their families (i.e., referrals to the Problem Solving Team and referrals to community resources, etc.). Students not successful on case management may be referred back to the DSPC for additional sanctions after consultation with the school administration. The students’ parents/guardians have the right to refuse case management services.

Note: The National Association of School Social Workers has a pamphlet available entitled [NASW Standards for Social Work Case Management](#).

B. Referral Process

1. Non-Exceptional Student Education Students

- a) The DSPC school social worker completes a case management face sheet form on each referred student and sends it to the school social worker assigned to the receiving school. School social worker may receive a copy of the letter sent by the director of student assignments to the parent notifying them of their child’s placement on case management and the expulsion packet upon request.
- b) The school social worker contacts the parents/guardians to notify them of the services that their child will receive as part of case management. The school social worker will consult with the appropriate school administrator. If the parents/guardians refuse services, the district placement specialist and the DSPC school social worker are notified and the case will be terminated.

- c) The school social worker will meet with the student and parent to explain case management services and develop a [Case Management Support Services Student Contract](#) (form 2004285) and a [Case Management Support Services Parent Contract](#) (form 2004284), and provide periodic follow-up. The school social worker will make appropriate referrals to address the student's needs. Documentation of all contacts will be recorded on the case management face sheet.
- d) The school social worker will monitor the student for at least one grading period following the referral by the DSPC.

2. Exceptional Student Education/504 Students

The Individual Education Plan (IEP) committee or the 504 review committee may determine that a student referred for expulsion is returned to their zoned school with case management services. Case management for ESE/504 students should only be offered to those in need of additional monitoring or interventions not already available to them. The IEP or 504 review committee is to notify the DSPC when case management is recommended.

The above stated referral process (Section B, 1, a-d) is to be followed.

C. Discontinuing Case Management Services

A referral for case management services may be discontinued when a student:

- has maintained a satisfactory attendance, academic, and discipline record for at least one grading period following the referral by the DSPC
- has withdrawn from school (i.e., private, out-of-district school, etc.)
- has excessive discipline or has committed a Level 3 or Level 4 violation of the *Code of Student Conduct and Discipline* and a referral has been made back to DSPC after consulting with school administrators

D. Process for a Referral Back to the District Student Placement Committee

When a student continues to have excessive discipline referrals or commits a Level 3 or Level 4 violation of the *Code of Student Conduct and Discipline*, the school social worker may make a referral back to the DSPC after consulting with school administrators.

1. The school social worker contacts the director of student assignments to discuss the case. If approved, an expulsion packet is sent electronically by the director of student assignments, and is completed in consultation with the school administrator.
2. The school social worker and school designee inform the parents/guardians and student that the student is being referred back to DSPC for review and additional sanctions.
3. The school social worker completes the expulsion referral packet (cover sheet and the offense narrative) and sends back electronically to the director of student assignments.

4. The director of student assignments will schedule a time for the school administrator and school social worker to present the case on the DSPC agenda. The school administrator and/or school social worker will be responsible for bringing the student's cum folder and any pertinent information (i.e., PST notes, referrals for testing, etc.) to the meeting. The DSPC will access browse information (i.e., attendance, discipline, etc.) from CrossPointe.
5. The school social worker or the school administrator will advise the parents/guardians that they will be informed of the meeting results by the director of student assignments. Parents/guardians have a right to appeal the recommendation and upon request are scheduled for an appeal.

Note: The District Student Placement Committee (DSPC) meets every Wednesday.