Caldwell County Schools

GATEWAY / HORIZONS Referral Process

Student displays a pattern of inappropriate behavior. At least three research-based classroom interventions have been unsuccessful AND vision/hearing problems have been ruled out through appropriate screenings.

Regular Education: Parent conference concerning issues.
(Possiblilities: E.C. referral, 504 plan development, generic BIP, behavior/attendance contract, permission for FBA/BIP)
Exceptional Education: IEP team meeting concerning issues.
Student w/ 504: 504 plan meeting.

Refer to appropriate Intervention Team or CFS Team at your school. *This should include all the student's regular ed teachers, the school counselor & the school social worker. This may also include the nurse, psychologist, administration, and any outside agencies involved (law enforcement, DSS, etc.)*

Conduct FBA (if not previously completed) and develop a Behavior Intervention Plan with parent involvement.
Allow for a minimum of 3-weeks for initial behavior interventions, at least one revision of the plan and a start into new interventions.
For E.C. students, this step and any referral decisions must be completed as part of an IEP team meeting and should include the E.C. Behavior specialist or school psychologist.

Behavior Improved

Continue monitoring behavior and provide feedback as needed

Behavior HAS NOT Improved

Parent conference or IEP team metting to discuss referral to alternative setting and/or Day Treatment

Referral to Day Treatment (see Day Treatment Flow Chart)

Contact the Transition Specialist for:
1. Gateway referral observation
2. Horizons' referral notebook and observation

District Review Team considers placement

No Placement

Gather additional data and proceed as directed by DRT
OR
Refer student back to the appropriate school intervention team.

Placement

Transition Specialist will work with Parents and Student to schedule an intake at Gateway or Horizons

INTAKE MEETING AT Alt. School
Parent & Student meet with Counselor, Teachers (Fill out intake forms, discuss and sign PEP & BIP, go over handbook and expectations for the student)
Gateway student: Complete STAR Math and Reading Tests

Student Begins Classes at Gateway or Horizons