



- I. Teacher or other member of the school personnel who is concerned about a student displaying possible At-Risk behaviors, will request an INITIATING REFERRAL FORM (Form #2a) from the CARE Team Coordinator. Team coordinator will assign the referral form to a CARE Team Member.
  
- II. Upon completion of CARE Team forms the CARE Team will:
  - A. Discuss student referral, determine if the student could benefit from an intervention program, and decide on a plan of action such as:
    1. utilization of school resources (nurse, counselor, assistant principal, tutorial, etc.)
    2. outside referral for further assessment
  
  - B. Parent will be notified by the CARE Team Member in writing of a plan of action recommended by the CARE Team, if deemed advisable. (See SAMPLE PARENT LETTER - FORM #3). The parent may be invited to attend the scheduled CARE Team meeting, if deemed appropriate.
  
  - C. CARE Team Member will complete ISIP (Form #1b) and place it and the other forms in the AT-Risk file. Progress will be checked no less than one time per year by mentor until student is removed from At-Risk status or graduates.
  
- III. CARE Team coordinator will keep a cumulative list of all referrals and will be responsible for or updated action taken on each (See Form #5).