



Two-Way Parent/Guardian Collaboration

In all cases, every effort should be made to engage parents/guardians in direct, two-way communication when concerns regarding a student's performance arise. Students and parents/guardians should be encouraged to utilize school-based resources, including instructors' extra help nights, individual tutoring, student mentors, discipline referrals, attendance monitoring, and consultation with guidance, CTE coordinators, associate principals, special education personnel, etc. for support. The **District Curriculum Accommodation Plan (DCAP)** should be referenced as appropriate.

TOS -TIER ONE SUPPORT REFERRAL To the Assistant Principal

A "Tier One" intervention engages the Assistant Principal and Guidance Counselor in an effort to address a concerning trend in school performance, attendance, behavior, etc. at an early stage. This generally occurs

- ✓ After referral source (instructor) has had two way communication with the parent/guardian.
- ✓ Frequently when the student does not have other identified supports in the school environment if applicable (i.e.: special education liaison, school adjustment counselor, 504 Plan contact, nurses, etc.)

SST- STUDENT STUDY TEAM (SST) REFERRAL To the Guidance Counselor

Following an SST referral from a faculty or staff member, an interdisciplinary team of educational professionals (including but not limited to Administration, Counselors, Special Educators, Nurses, etc.) collaborate to assess past interventions and identify additional strategies, interventions and/or actions to support a student who has demonstrated an ongoing pattern of concerning academic, career technical and/or social emotional performance despite Tier 1 or other previous interventions

- ✓ Tier 1 Referral and/or other interventions implemented without resulting in reasonable progress or improvements
- ✓ Will result in an SST Action and/or Monitoring Plan

SST Referral Forms can be found at: www.EssexNorthShore.org QUICKLINKS > Staff Links [SST Referral](#) (in Forms)

IR - IMMINENT RISK REFERRAL: IMMEDIATE & DIRECT COMMUNICATION MUST BE MADE TO GUIDANCE or ADMINISTRATION

- **Risk or Harm to Self or Others (e.g.: Suicidal ideation/plan, self-harm, etc.)**
- **51A Mandate: Abuse, Neglect, or Sexual Exploitation**

School personnel are mandated reporters and legally obligated to contact the Massachusetts Department of Children and Families (DCF). If school personnel have reasonable cause to suspect physical or emotional abuse or substantial risk of harm/neglect of a student under the age of 18, 51A reporting to DCF is required. See: [A Guide for Mandated Reporters](#)
See ENSATS Contact Protocol below to inmate this referral and process.

ENSATS Contact Protocol for Imminent Risk Referral

- Assigned Guidance Counselor... *if direct contact is not made then...*
- Assistant Principal or Guidance Director...*if direct contact is not made then...*
- Academy Secretary, Guidance Secretary, or Main Office "1010" who will then radio/text for Administration