

A large red square with a white border, centered on a white background. Inside the square, the text "Re-entry process in Brookline" is written in white, bold, sans-serif font.

**Re-entry
process in
Brookline**

Information from Guidance department

When your child is hospitalized or confined to home, it is important to contact your child's school counselor immediately so they may continue to be a support.

Once you have signed a release form, the school counselor will assist you in communicating with the hospital lead or physician regarding your child's progress, ability to do school work and planning re-entry back to school.

The district provides home/hospital instruction, if your child has been out of school for 14 days. An approved signed physician statement is required for services.

Once discharged or return to school is discussed with the treatment team, the school counselor will assist in setting up a re-entry meeting for you and your child. **It is never a good idea to just send your child back to school without a re-entry meeting.**

This is an opportunity for the student to come into school with no demands, be greeted by familiar adult support, review discharge information as well be a part of developing the best plan (includes social/emotional needs and academic make-up) for a smooth transition.

When student is hospitalized

Hospitalization is verified by guidance or nurse

Hospital contact info obtained from family

Release of Information form explained

Admin. Nurse and teachers informed

Guidance sends letter to hospital and family outlining process for communicating and possible tutoring services

Director of Guidance informed

Communication during hospitalization

Guidance works with hospital contact person re: progress, ability to do school work and planning re-entry

Communicate policy re: wait 14 days before beginning tutoring services

If class work requested: discussion re do what able, no time frame, no test

Guidance to email admin, nurse, teacher about anticipated length of hospitalization after communication with facility or parent

Complete Re-entry Planning form with school team

Discharge or Transition meeting

Can occur at outside facility before re-entry

Should include treatment team at facility

Should include medical and emotional outside supports, recommendation of school supports for student's return

Share this information at Re-Entry meeting

RE-ENTRY MEETING

Scheduled with parent, student, nurse, admin, teacher, ETF, guidance

Discharge papers with recommendations brought by parents

Review treatment plan with student, family (See Re-Entry Planning Form)

Check in by Guidance or nurse planned with supports (what to tell friends etc)

Review missed work with plan for extended make up time

Counselor provides check-ins around school work

Meeting continued

Parents encouraged to email teachers and stay connected

All pertinent staff informed via email after re-entry of when student will start, who point person is for concerns (Point person identified in meeting)

Follow up meeting planned two weeks after re-entry meeting

High School Re-Entry

More complex. Bigger school, more people, more services. Realization that Elementary plan didn't work for high school.

Three main types of High School RE-Entry:

Disciplinary

Medical

Mental Health

BRYT

Already reviewed

Medical

Nurse or Dean is point person

Attends: Student, Nurse, Parent/Guardian, Associate Dean (or Dean), Guidance, Social Worker, BRYT if involved

Venue: Health Office of Dean's Suite

Goal: Review health issue, report, medication or procedural orders

Craft support plan for health and academic progress

Nurses follow up with parent and physician

Mental Health

Point person: Dean initial who clarifies point person

- Re-entry planning begins when we know student is out/hospitalized
- Point person communicates with facility. Obtains health information including discharge information. Shares with facility relevant information
- Pre-planning meeting as needed to review academic plan/supports
- Point person schedules date for re-entry meeting. Emails re-entry team of impending meeting

Re-entry Goals

Review safety and emotional/academic support plans with student and parents.
School shares our Support Plan with outside provider

Gauge student readiness to return to school

Clarify school role for parent/guardian

Clarify interface between school and outside supports

Present academic plan with Counselor/Dean/Social worker

Formalize all plans. All sign agreement

Provide written document to parent: Summary

Related Actions and Responsibilities

Email teachers as indicated

Complete Student Support Plan

Dean responsible to inform Headmaster of result of re-entry meeting

Dean responsible to file documents for safekeeping

Follow meeting scheduled by point person

Transportation needs discussed