

LODI UNIFIED SCHOOL DISTRICT

Rule 6164

Instruction

Individual and Remedial Services

Personnel may make referrals in two channels--either about the pupil to other personnel within the district, or directly to the pupil and/or his parent to outside agencies or practitioners. Certificated personnel who make referrals regarding the physical or mental well-being of students shall observe the procedures established by the Pupil Personnel Department of the Lodi Unified School District.

1. Physical Health - if in the opinion of a teacher or counselor, a student appears to have an untreated health condition, a referral should be made to the school nurse, LUSD Health Services.
2. Mental Health - if in the opinion of a teacher or counselor, a student appears or acts in a manner that would indicate a need for professional counseling, a referral should be made on the referral form provided by the Pupil Personnel Services Department and submitted to the building principal or his designee for review and then forwarded to Pupil Personnel Services. Any outside referral to a non-governmental agency shall be made by a school psychologist who has personal knowledge of the pupil, or by a counselor in consultation with a school psychologist. Referrals to individuals and organizations outside the school system shall be made under guidelines established for such referrals. A pupil and parent-guardian shall be referred to appropriate community services for assistance when district resources have been exhausted, and/or the district's programs are unable to provide adequate services to remediate a given problem, and/or when a parent and student directly request that such a referral shall be made.
3. Tutoring (paid) - Any certificated employee may provide lists of licensed tutors to parents or pupils when such referral appears appropriate. It shall not be considered appropriate for employees to provide paid tutoring service to students presently enrolled in class(es) taught by the employee.
4. The Pupil Personnel Services Department shall maintain lists of persons and agencies to which referrals may be made. (These lists may be given as items of information to individuals requesting such information and shall not be considered a referral under the guidelines enumerated above).

approved: 11/01/74
revised: 12/08/98