

Referral Process Choice Alternative School (JCHS, Liberty, TAPP, Phoenix) Student Entrance Criteria and Procedures

Student referred to Student Relations Office by completing an online referral available at <https://www.jefferson.kyschools.us/node/42339> (link also available on Office of Student Relations Website). If unable to access the site, the family can call or visit the Student Relations Office.

The student may also attend an information session at the Choice School Site to get additional information on the school prior to coming to Student Relations for placement.



Phone call is made to schedule appointment with student and family by the Student Relations Office.

Student Relations Case Manager and Choice School Counselor collaborate to begin gathering relevant data on student.



Student Relations Choice Counselor reviews information from Case Manager and meets with the family to determine appropriate placement in Choice Alternative School (see choice school available on JCPS website).



The Choice Counselor communicates placement decision to family, current school, and Choice school (if the student is to be enrolled) via email. If additional supports are needed for the student, the student may be referred to a Student Relations Support Counselor.



If the student is to be enrolled in a Choice School, the Choice school reaches out to the family to schedule an intake meeting and schedule enrollment.

Referral Process Behavior Support School (Breckenridge Metropolitan and Minor Daniels Academy) **Student Entrance Criteria and Procedures**

Student referred to Student Relations Office by school by calling (502)485 - 3335 and documenting incident by recommending for alternative placement in the resolution details in IC*. (Level 4 SSBHI Offenses only)



Phone call is made to schedule appointment with student and family by the Student Relations Office. School will also communicate the scheduling of Student Relations appointments with family.

Student Relations Case Manager speaks directly with referring school to begin collecting data on student.



Student Relations Assistant Director reviews information from Case Manager and meets with the family to determine appropriate placement.



After placement meeting with Assistant Director, student is referred to the Student Relations Support Counselor to identify supports that can be put in place for student.



Student Relations Assistant Director communicates placement decision to sending school, family, and Behavior Support School (if necessary) via email.

Referral to Student Relations Support Counselor (Drug and Alcohol)

Support Counselor Referral Flow Chart

Student referred to Student Relations Office via a phone call from school administrator (502)-485-3335. Additionally, the school administrator will need to document the referral in the IC Resolution Details* (Drug and Alcohol Referrals only).



Phone call is made to schedule appointment with student and family by the Student Relations Office Support Counselor (formerly assessment counselors).



Student Relations Support Counselor meets with families to link student to services and provide any additional necessary supports. Depending on the needs of the student, the Support Counselor may schedule meetings with families and students at the student's current school.



After meeting with student and family, the Student Relations Support Counselor provides follow-up to students.