YMCA Alternative Suspension

# REFERRAL PROCESS

**Incident or accumulation of incidents**

**The school decides to refer the student to the program**

The program only accepts referrals from partner schools

## 1

The school contacts the service site to confirm the referral

The program youth worker confirms if there is space (6 students max.) and the referral is discussed

## 2

The school contacts the parents to inform them of the suspension and requests permission to refer

yes

no

Is a planned referral possible?

Can the student stay at school/home until a space opens? Can it be planned for a later date (preventative referral)?

## 3

yes

The school sends the *Essentials* document and assigned schoolwork to the program

no

The school uses internal measures or sends the student home

yes

A date is agreed upon by the school and the program youth worker for student's 1st day

no

The school uses internal measures or sends the student home

## 4

**The program youth worker contacts the parents to answer questions and prepare for the student's time in the program**