

# Matanuska-Susitna Borough School District

## Mat-Su Day School

### Educational Conference Procedures

1. A student who facing a long term suspension for a) alcohol use, b) drug use, c) aggressive behavior, or d) self-harming behavior may be referred to the Mat-Su Day School for an Educational Conference. This referral is at the principal's discretion.
2. At the referring school, the student and the parent/guardian are provided with a description of the Mat-Su Day School's Educational Conference (see **Mat-Su Day School Educational Conference**).
3. If the student and the parent/guardian agree to attend and participate in the Educational Conference, the school will complete the **Educational Conference Referral Form** (to be signed by the principal, student, and parent/guardian). A copy of the referral form is faxed to the Day School, a 2<sup>nd</sup> copy is given to the parent/guardian, and the original copy is maintained by the referring school.

If a student is being referred due to threats or acts of violence, the school counselor or school psychologist will attach to the Educational Conference Referral Form a copy of the district's **Violence Risk Assessment**.

4. Parent/guardian will be contacted by the assigned Psychologist to schedule an appointment for the Educational Conference; therefore, it is important parent/guardian complete the contact information section of the Referral Form.
5. The school counselor will forward to the Mat-Su Day School any additional relevant information regarding the student such as grades, attendance, school history, or other observation/concerns.
6. At the conclusion of the Educational Conference, recommendations will be made to the parents and principal which may include accommodations for a successful return to school or a referral to an outside agency/provider.
7. If a referral is made to an outside community agency/provider, the parent/guardian will be asked to sign a **Release of Information** so that relevant information resulting from the Educational Conference may be released to the agency/provider.
8. The outside provider/community agency will be asked to fax to Mat-Su Day School an **Appointment Verification** following the student's first appointment. A copy will then be forwarded to the referring principal.