

Non-Disciplinary (Voluntary) Assignment

The Region Superintendent or designee must vet all Non-Disciplinary Assignments recommendations. It is expected that interventions will be utilized and documented.

- DEOA may request a Social-Emotional Behavior Intervention Plan (SE-BIP) to process this request.
- Students must complete a minimum of two successful grading periods at the alternative education site to meet exit criteria to return to the traditional school.
- DEOA will **NOT** process any requests submitted during the fourth grading period of the school year.

Students-General Education

- Obtain Region approval and document it on FM 6560, ***Request for Non-Disciplinary Assignment to Opportunity School***.
- Attach the parent's/guardian's signature to page 2 of FM 6560.
- Attach R4 to a Student Case Management (SCM) in the District Integrated Student Information System (DSIS).
- Conduct a School Support Team (SST) and enter the information on the PF16 screen in DSIS.
- Check for truancy issues, address them appropriately, and update the required screens in DSIS if needed.
- Submit the completed FM 6560 to altd@dadeschools.net.
- Provide evidence of at least two weeks of Social-Emotional Behavior Intervention Plan (SE-BIP).
- Scan and e-mail pages one and two of SE-BIP to altd@dadeschools.net.
- Provide evidence of SE-BIP in SCMS. Use BI Code.

Students with Disabilities

- Obtain Region approval and document it on FM 6560, ***Request for Non-Disciplinary Assignment to Opportunity School***.
- Attach the parent's/guardian's signature to page 2 of FM 6560.
- Attach R4 to a Student Case Management (SCM) in the District Integrated Student Information System (DSIS).
- Conduct a School Support Team (SST) and enter the information on the PF16 screen in DSIS.
- Submit the completed FM 6560 to altd@dadeschools.net.
- Convene an Individualized Education Plan (IEP) Meeting chaired by an ESE Center Placement Specialist with a representative from the Division of Educational Opportunity and Access (DEOA) in attendance.
- Scan and e-mail the signature page and the conference notes of the IEP to altd@dadeschools.net.
- Scan and e-mail the disposition sheet the DEOA staffing specialist completed to altd@dadeschools.net.

Students-Section 504 Accommodation Plan

- Obtain Region approval and document it on FM 6560, ***Request for Non-Disciplinary Assignment to Opportunity School.***
- Attach the parent's/guardian's signature to page 2 of FM 6560.
- Attach R4 to a Student Case Management (SCM) in the District Integrated Student Information System (DSIS).
- Conduct a School Support Team (SST) and enter the information on the PF16 screen in DSIS.
- Submit the completed FM 6560 to altd@dadeschools.net.
- Convene a Section 504 Accommodation Plan Meeting chaired by an ESE Center Placement Specialist with a Division of Educational Opportunity and Access (DEOA) representative.
- Scan and e-mail the Section 504 Plan to altd@dadeschools.net.
- Scan and e-mail the manifestation determination form to altd@dadeschools.net.
- Scan and e-mail the disposition sheet the DEOA staffing specialist completed to altd@dadeschools.net.

Students-Gifted

- Obtain Region approval and document it on FM 6560, ***Request for Non-Disciplinary Assignment to Opportunity School.***
- Attach the parent's/guardian's signature to page 2 of FM 6560.
- Attach R4 to a Student Case Management (SCM) in the District Integrated Student Information System (DSIS).
- Conduct a School Support Team (SST) and enter the information on the PF16 screen in DSIS.
- Check for truancy issues, address them appropriately, and update the required screens in DSIS if needed.
- Submit the completed FM 6560 to altd@dadeschools.net.
- Provide evidence of at least two weeks of Social-Emotional Behavior Intervention Plan (SE-BIP).
- Scan and e-mail pages one and two of SE-BIP to altd@dadeschools.net.
- Provide evidence of SE-BIP in SCMS. Use BI Code.
- Convene an Education Plan (EP) Meeting chaired by an ESE Center Placement Specialist with a representative from the Division of Educational Opportunity and Access (DEOA) in attendance.
- Scan and e-mail the signature page and the conference notes of the EP to altd@dadeschools.net.
- Scan and e-mail the disposition sheet the DEOA staffing specialist completed to altd@dadeschools.net.