

Alternative Education Assignment Procedures 45-Unilateral Placement for ESE/504 Plan Students

When a student with a disability or a student receiving accommodations via a Section 504 Accommodation Plan is referred to the Office of School Leadership and Performance, Division of Educational Opportunity and Access (DEOA), the following will occur:

The school requesting placement at an alternative education site (AES) will send the DEOA a request via electronic mail to altered@dadeschools.net.

DEOA will review the case file to determine if the incident meets the criteria for a 45-Day Unilateral Placement as stated in the LEA Guide.

If eligible, the school site will:

- Complete FM 7603, Notice of Administrative Assignment to Alternative Educational Setting/Consideration of Administrative Assignment Expulsion, sign, obtain the parent's/guardian's signature, scan, and email to altered@dadeschools.net.
- Provide the parent with the applicable procedural safeguards for students with disabilities or Section 504 Accommodation Plan.
- Complete FM 6562, Request for Expulsion/Alternative Educational Placement, and submit to altered@dadeschools.net.

If eligible, DEOA will attach the code **ZQ (45-Day Unilateral Placement)** to the corresponding Student Case Management (SCM) number/School Police Automated Reporting (SPAR) and will notify the requesting school via electronic mail of the following:

- The assigned AES site.
- The corresponding ESE Service Center.
- The name of the DEOA representative to invite to the meeting.

After the student has satisfied the 45-day assignment at the AES, the following will occur:

- Before the 45th day, the DEOA staffing specialist will schedule a meeting to review the student's progress and a possible return to the traditional school.
- The sending school must be invited to the meeting.

Miami-Dade County Public Schools (M-DCPS) has instituted a zero-tolerance policy for students possessing weapons such as firearms and knives and those **threatening school or school personnel's property, school transportation, or a school-sponsored activity**. The Office of the Superintendent must make a recommendation to the school board of M-DCPS regarding expulsion and continued educational services for the students who have violated this policy.

Please note that while the student is assigned the **ZQ code**, the student is to remain enrolled at the sending school. Attendance will be captured, and work assignments will be the responsibility of the sending school in collaboration with the AES site.