

Guidelines for Placement of Students at the Irving ISD Disciplinary Alternative Education Program (DAEP) - Secondary Reassignment Center (SRC)

The home/sending campus must:

Complete all entrance paperwork prior to student placement. (Every step on the entry check list must be thoroughly completed by the home/sending campus.)

General Process:

- A. Student must remain on the electronic roster of the home/sending campus throughout the duration of the DAEP assignment.
- B. Home/sending campus will provide all lesson plans and related assignments for the student assigned to the district's DAEP. **(The DAEP will use the district's approved C-Scope and Springboard curriculum to provide more in-depth and consistent instruction.)**
- C. The district's DAEP instructor will teach the lesson, explain the process and requirements for assignments and then will send back the completed work to the student's home/sending campus for grading by the teacher of record.
- D. Attendance at the home/sending campus will be taken by marking all students assigned to the district's DAEP as absent. The DAEP attendance clerk will also take attendance and override the absences from the home/sending campus based on the student presence at the DAEP.

Exit Process:

- A. Data Processing Clerk at the district's DAEP will contact the home/sending campus through their DP clerk and principal's designee with an exit date at least 48 hours prior to processing the student back into a regular educational setting.
- B. The campus principal designee must attend the exit meeting at the district's DAEP on the scheduled date.
- C. Upon the student return, the home/sending campus will put into action an individual transition plan for the returning student.
- D. The SRC will send student name, ID, names of the SRC teachers delivering instruction and the courses taught, and entry and exit dates to Rhonda Milner and Dr. Abby Melton. All schedule changes will be made by the District PEIMS office.

*All schedule changes will not take place until the student has returned from the district's DAEP.

*Monitoring – The Director of Data Management Services and PEIMS will conduct period auditing of the process by campus in order to ensure compliance and data fidelity.