Case 4:74-cv-00090-DCB Document 1965-2 Filed 09/28/16 Page 129 of 394 TUSD - DAEP REFERRAL PROCESS

Day 1

- Possible long-term Suspension
- •Level 4 & 5: Administrator (Point of contact) notifies DAEP Principal <lsrael.MaciasReyes@tusd1.org> and Director
- LSC gathers student work
- •Israel notifies DAEP Team and DAEP Team gathers student information
- •Transition Specialist Lee Johnson <Lee.Johnson@tusd1.org> communicates with site contact

Day 2

- •Transition Specialist contacts parents (program information and orientation date)
- •DAEP team member meets on site with referring administrator and ELD/EE casemanager if needed to develop "Wrap Plan of Intervention".

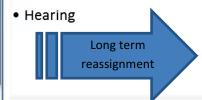
Day 3

- Orientation meeting at DAEP site
- Hearings can be scheduled beginning on this day.

Day 4

Student Restorative Profile Interview conducted by DAEP Team

Day 5



Site administrator sends DAEP Referral Form to Charlotte Brown, Israel Macias-Reyes and Lee Johnson (Ex Ed Form= add Greer Martin-Parish & Rachel Sager. DAEP consults parents). CODE PROPERLY IN MOJAVE =

ISI to ISI/Reassignment to another class DAEP/Reassignment to another school

NEW

 DAEP Administration will now RECODE ALL STUDENT actions from Long Term Suspension to: DAEP / Reassignment to another school.

Principal Israel Macias-Reyes: office 225-2604, cell 241-2709 ● Transition Specialist Lee Johnson: office 225-2622, cell 205—0410 ● Life Skills Teacher Yvonne Ramirez: office 743-0837, cell 861-0998 ● Data Coordinator Bernadette Boschert: office 584-3422, cell 820-1467 ● Compliance Liaison Student Equity: office 520-225-4316

TUSD - DAEP REFERRAL PROCESS RE-ENTRY STEPS

To continuously build principal/student relationships, it is highly expected for the school principal to visit their students at DAEP at least 3 days prior to re-entry to school site.

6 Days Prior - DAEP team contacts site administrator: Return Date - Request

to notify teachers, ExEd, & Student Services

5 Days Prior- DAEP reminds MTSS team of meeting at 3 days prior - meeting

arranged after 2:00 pm for DAEP staff to attend

2 Days Prior- Meet with parent, student and site contact at DAEP site = Transition Goals & Family Resources. School contacts parent for campus procedure & meeting room.

1 Day Prior - END OF SUSPENSION - Student reports to school office and will be escorted to ISI to meet with site personnel.

DAEP staff checks on student transition/progress = weekly for 1 month plus a minimum of two site visits

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