

APPENDIX VI – 33

# TUSD - DAEP REFERRAL PROCESS

**Day 1**

- Possible long-term Suspension
- Level 4 & 5: Administrator (Point of contact) notifies DAEP Principal <Israel.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**

• Hearing

Long term reassignment →

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 = 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

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## 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