# Procedures for Administrative Assignment, Expulsion and Off Campus Felony

## Administrative Assignment

### General Education

1. Attach an R4 to a SCM or SPAR in the Student Case Management System (SCMS).
2. Submit FM 6561 (Rev. 07-15) to ALTED@DADESCHOOLS.NET.
3. Conduct an SST and enter the information on the PF16 screen in DSIS.
4. Provide evidence of progressive discipline.
5. Provide evidence of at least 2 weeks of BIP implementation.
6. Scan and e-mail page 1 of the BIP to ALTED@DADESCHOOLS.NET.
7. Provide evidence of BIP in SCMS. Use BI code.

### ESE

1. Attach an R4 to a SCM or SPAR in the Student Case Management System (SCMS).
2. Submit FM 6561 (Rev. 07-15) to ALTED@DADESCHOOLS.NET.
3. Convene an Individualized Education Plan (IEP)/Manifestation Determination Meeting chaired by a SPED Center Placement Specialist with a representative from the Division of Educational Opportunity and Access in attendance.
4. Scan and e-mail page one and the conference notes of the IEP to ALTED@DADESCHOOLS.NET.
5. Scan and e-mail the manifestation determination form to ALTED@DADESCHOOLS.NET.

### Section 504 Plan

1. Attach an R4 to a SCM or SPAR in the Student Case Management System (SCMS).
2. Submit FM 6561 (Rev. 07-15) to ALTED@DADESCHOOLS.NET.
3. Provide evidence of progressive discipline.
4. Provide evidence of at least 2 weeks of BIP implementation.
5. Scan and e-mail page 1 of the BIP to ALTED@DADESCHOOLS.NET.
6. Provide evidence of BIP in SCMS. Use BI code.
7. Convene a Section 504 Plan /Manifestation Determination Meeting chaired by a SPED Center Placement Specialist with a representative from the Division of Educational Opportunity and Access in attendance. ***
| SECTION 504 PLAN... continued | 8. SCAN AND E-MAIL THE SECTION 504 PLAN TO ALTED@DADESCHOOLS.NET.  
9. SCAN AND E-MAIL THE MANIFESTATION DETERMINATION FORM TO ALTED@DADESCHOOLS.NET |

*** The team may decide that an SST is needed to determine if this is a student that is suspected of having a disability under IDEA. If no disability is suspected an SST would not be held.
## Procedures for Administrative Assignment, Expulsion and Off Campus Felony

| Pathways and Expulsions | PATHWAYS | 1. Contact the Division of Educational Opportunity and Access (DEOA) at alted@daeschools.net prior to submission of the documentation below in order to receive approval. Include the student’s name, ID#, grade level, SWD status and a brief description of the incident with SCM or Spar# referenced in the email. Once approved, the PT code will be entered by DEOA.  
2. After completing FM 7603, Notice of 10-Day Temporary Assignment to Pathways: Consideration of Expulsion, a conference with the parent should be held. Give them a copy of FM 7603, retain the original for the cumulative folder, scan and e-mail one copy to alted@daeschools.net.  
3. After completing FM 7678, Problem Behavior Questionnaire, retain the original for the cumulative folder, and scan and e-mail one copy to alted@daeschools.net. |  
| EXPULSION REQUESTS FOR GENERAL EDUCATION STUDENTS | 1. Attach an E5 to a SCM or Spar in the Student Case Management System (SCMS).  
2. Submit FM 6562 (REV.07-15) to alted@daeschools.net.  
3. Conduct an SST and enter the information on the PF16 screen in DSIS.  
4. Scan and e-mail the completed structured interview FM 6660 to alted@daeschools.net.  
5. Provide evidence of the structured interview in SCMS. Use FC code. |  
| EXPULSION REQUESTS FOR ESE STUDENTS | 1. Attach an E5 to a SCM or Spar in the Student Case Management System (SCMS).  
2. Submit FM 6562 alted@daeschools.net.  
3. Convene an Individualized Education Plan (IEP)/Manifestation Determination Meeting chaired by a SPED Center Placement Specialist with a representative from the Division of Educational Opportunity and Access in attendance.  
4. Scan and e-mail page one and the conference notes of the IEP to alted@daeschools.net. |
**PROCEDURES FOR ADMINISTRATIVE ASSIGNMENT, EXPULSION AND OFF CAMPUS FELONY**

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<tr>
<th>EXPULSION REQUESTS FOR STUDENTS WITH A SECTION 504 PLAN</th>
<th>5. SCAN AND E-MAIL THE MANIFESTATION DETERMINATION FORM TO <a href="mailto:ALTED@DADESGHOOLS.NET">ALTED@DADESGHOOLS.NET</a>.</th>
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</thead>
<tbody>
<tr>
<td>1. ATTACH AN E5 TO A SCM OR SPAR IN THE STUDENT CASE MANAGEMENT SYSTEM (SCMS).</td>
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<tr>
<td>2. SUBMIT FM 6562 (REV. 07-15) TO <a href="mailto:ALTED@DADESGHOOLS.NET">ALTED@DADESGHOOLS.NET</a>.</td>
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<tr>
<td>3. CONVENE A SECTION 504 MEETING/MANIFESTATION DETERMINATION MEETING CHAIRED BY A SPED CENTER PLACEMENT SPECIALIST WITH A REPRESENTATIVE FROM THE DIVISION OF EDUCATIONAL OPPORTUNITY AND ACCESS IN ATTENDANCE. ***</td>
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<td>4. SCAN AND E-MAIL THE SECTION 504 PLAN TO <a href="mailto:ALTED@DADESGHOOLS.NET">ALTED@DADESGHOOLS.NET</a>.</td>
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<td>6. SCAN AND E-MAIL PAGE 1 OF THE BIP TO <a href="mailto:ALTED@DADESGHOOLS.NET">ALTED@DADESGHOOLS.NET</a></td>
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<tr>
<td>7. PROVIDE EVIDENCE OF BIP IN SCMS. USE BI CODE.</td>
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*** The team may decide that an SST is needed to determine if this is a student that is suspected of having a disability under IDEA. If no disability is suspected an SST would not be held. ***
# PROCEDURES FOR ADMINISTRATIVE ASSIGNMENT, EXPULSION AND OFF CAMPUS FELONY

## OFF CAMPUS FELONIOUS ACTS

### PATHWAYS

1. **Review the Felony Notification to Determine Adverse Impact.** Consult with the Division of Educational Opportunity and Access (DEOA) at 305-995-1270 to determine whether the incident can be shown to have an adverse impact on the educational program, discipline, or welfare in the school if you are unsure.

2. After completing [FM 7605](#), send the parent a copy, retain the original for the cumulative folder, and scan and e-mail one copy to ALTED@DADESCHOOLS.NET. Once received, the PT code will be entered by the DEOA.

### GENERAL EDUCATION STUDENTS

1. Enter student services code #76 (Off Campus Felony) in the student case management system (SCMS) and attach to the referral.

2. Enter student services code R4 (Referred to Opportunity School) in the student case management system (SCMS) and attach to the referral.

3. After convening the parent conference (as scheduled on FM 7605) complete and e-mail [FM 6564](#) (Conference on Off Campus Felonious Act) to ALTED@DADESCHOOLS.NET.

### ESE STUDENTS

1. Enter student services code #76 (Off Campus Felony) in the student case management system (SCMS) and referral.

2. Enter student services code R4 (Referred to Opportunity School) in the student case management system (SCMS) and referral.

3. Submit [FM 6564](#) (Conference on Off Campus Felonious Act) to ALTED@DADESCHOOLS.NET.

4. Convene an individualized education plan (IEP)/manifestation determination meeting chaired by a SPED center placement specialist with a representative from the Division of Educational Opportunity and Access in attendance.
## PROCEDURES FOR ADMINISTRATIVE ASSIGNMENT, EXPULSION AND OFF CAMPUS FELONY

| STUDENTS WITH A SECTION 504 PLAN | 5. SCAN AND E-MAIL PAGE ONE AND THE CONFERENCE NOTES OF THE IEP TO ALTED@DADESCHOOLS.NET.  
6. SCAN AND E-MAIL THE MANIFESTATION DETERMINATION FORM TO ALTED@DADESCHOOLS.NET. |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|                               | 1. ENTER STUDENT SERVICES CODE #76 (OFF CAMPUS FELONY) IN THE STUDENT CASE MANAGEMENT SYSTEM (SCMS) AND REFERRAL.  
2. ENTER STUDENT SERVICES CODE R4 (REFERRED TO OPPORTUNITY SCHOOL) IN THE STUDENT CASE MANAGEMENT SYSTEM (SCMS) AND REFERRAL.  
3. SUBMIT **FM 6564** (CONFERENCE ON OFF CAMPUS FELONIOUS ACT) TO ALTED@DADESCHOOLS.NET.  
4. CONVENE A SECTION 504 PLAN/MANIFESTATION DETERMINATION MEETING CHAIRED BY A SPED CENTER PLACEMENT SPECIALIST WITH A REPRESENTATIVE FROM THE DIVISION OF EDUCATIONAL OPPORTUNITY AND ACCESS IN ATTENDANCE.  
5. SCAN AND E-MAIL SECTION 504 PLAN TO ALTED@DADESCHOOLS.NET.  
6. SCAN AND E-MAIL THE MANIFESTATION DETERMINATION FORM TO ALTED@DADESCHOOLS.NET |

**Gifted Students:** While students serviced in the Gifted program require a staffing to address the Education Plan a Manifestation Determination meeting is **NOT needed unless** the student is also identified as a student having a disability or a student with a Section 504 Plan.