

Referral Process for the IAES

1. Must complete a Request for Student Services and turn information into the Co-Op regarding the student's current IEP, most recent diagnostic evaluation, completed free lunch form if applicable, immunization form, attendance and/or disciplinary referrals, current grades/transcript, along with an invitation to the student's IEP.
2. District should contact Amy Walters at 789-4305 regarding the possibility of a placement at the IAES (Interim Alternative Educational Setting)
3. A Co-Op coordinator or Principal must attend the interim IEP for possible placement at the IAES
4. Students may be placed in IAES up to 45 school days.
5. At the IEP meeting, the following activities must occur:
 - a. Manifestation Determination
 - b. Functional Behavior Assessment
 - c. Behavior Intervention Plan reviewed
 - d. Review of current IEP goals and objectives
6. If the IAES is the recommended placement, the following activities must be completed:
 - a. Interim IEP must be developed that recommends placement at the IAES.
 - b. Determination of what course work will be pursued and how assignments will be transferred to and from the student's home district. Arrangements must be made by the districts to transfer appropriate textbooks to the IAES program.
 - c. Specific dates of beginning attendance and **estimated date of completion**. A date for the return conference should be tentatively set.
 - d. Services and modifications must also be determined and included that can address the behavior that has resulted in placement of the student in the IAES so that it will not recur.
 - i. If the student being referred is disabled only under Section 504, the student's most current Accommodation Plan and the report of the placement team that determined the misconduct was related or not related to the disability.

Criteria for placement into IAES

- Students violating school district policy regarding drugs, alcohol, weapons or inflicting serious bodily injury.
- Students with identified disabilities or 504 plans on file with district.
- Students enrolled in grades 7-12 and attending one of the participating cooperative school districts.
- Students may be placed in the IAES whether the behavior is or is not related to their disability.
- Possible other placements that may be considered include:
 - Students currently receiving services in self-contained Co-Op ED classes that may need a short-term, i.e., 2 to 3 days, alternative setting from their assigned classroom

Requirements that the IAES Must Address

1. Enable the student with a disability to participate in the general curriculum.
2. Enable the student with a disability to receive the special education services and modifications set out in his current placement IEP, and;
3. Include 30 minutes of individual and 30 minutes of group counseling weekly to address the behavior that resulted in this placement so that it will not recur.

Curriculum

- Work must be provided to IAES on the first day of student's arrival.
- Students will only work on core academic subjects during the 45-day placement. Specific courses will be designated at the interim IEP. Credit/grades will only be given for these selected core courses.
- Assignments from the academic subjects will be made in writing via e-mail or through the postal system.
- Completed assignments will be sent back to the instructor via e-mail or through the postal system.

How Will I Know How My Child is Doing?

The teacher will communicate with parents via a daily point sheet. The point sheet will need to be signed by the parent and returned daily. The IAES teacher will also communicate regularly with the student's current case manager and turn in weekly assignment sheets. Parent cooperation and involvement is an essential element to your student's success.

Reason for Possible Removal

The alternative school will notify the student's sending school district and parent immediately whenever a removed student with a disability commits an act that would merit removal, or other serious sanctions, under the school's disciplinary code. This will also apply if the student has proven himself too disruptive to remain in the alternative setting placement.

IAES Rules and Expectations

1. Students should arrive at school by district bus between 7:10 and 7:30 a.m. Students need to go directly into their classroom.
2. Parents must call when their child will be absent from school. Please call by 8:00 a.m. If a parent does not call, student will receive an unexcused absence.
3. Students are not to bring more than \$ 5.00 to school. If more than \$ 5.00 is brought to school, parents will be called to pick up excess amount.
4. For security reasons, upon arrival to school, students are required to empty all book bags, purses, pockets, etc. in the presence of a staff member to insure no contraband is present.
5. Radios, beepers, CDs, cassettes, stereos, tape recorders, CD players, cell phones, computer games, and toys are not permitted in school. If they are brought to school, they will be confiscated. Parents will have to pick up items during regular school hours.
6. All clothing should be clean. Boots must not be worn. Student's who do not wear appropriate clothing will be asked to change. Parents may have to bring a change of clothing from home. Some examples of inappropriate dress are: shirt or blouses that expose the midriff area, strapless garments, halter tops, short short/skirts, muscle shirts and any shirt that exposes any part of the upper torso. Items of clothing that are gang related (i.e. bandanas, sagging pants) are not acceptable. In addition, clothing that shows gang symbols, drug/alcohol/tobacco, sex, satanic symbols, vulgar pictures/language, etc. is not to be worn. Exposed undergarments are also not considered appropriate school attire. There is a "no hat" policy inside of Emerson School. Stud earrings are the **only** type of jewelry allowed at Emerson.
7. Follow all posted classroom rules.
8. Students are not permitted to use the telephone at Emerson School. In case of a family emergency, a message will be delivered to your child.

Transition Planning for Return to School

Coordination with the sending school to develop a transition program will occur. The following items will be included:

- Exit IEP meeting with the student
- Review of the Disciplinary Code of the home school, including a clear explanation of the zero-tolerance policy (for weapon possession, drug possession or use, and other pertinent acts of misbehavior)
- Conference with parents

The student's IEP and placement team will consider if the student should be placed in a more restrictive setting upon re-admission, or if a new behavioral intervention plan should be designed and put into place.