

PLACEMENT IN A DISCIPLINARY ALTERNATIVE EDUCATION SETTING  
DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM OPERATIONS

FOCA  
(EXHIBIT)

See the following pages for forms relating to the disciplinary alternative education program in our district known as Student Guidance and Learning Center (SGLC):

Exhibit A: SGLC Assignment Completed Letter – 1 page

Exhibit B: SGLC Early Exit Letter – 1 page

EXHIBIT A

**SGLC ASSIGNMENT COMPLETED**

**THIS LETTER MUST BE PRESENTED AT THE ASSISTANT PRINCIPAL'S OFFICE**

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Dear Parents:

Your child, \_\_\_\_\_, was assigned to SGLC with the stipulation that he/she would demonstrate appropriate behavior and earn each day he/she attended classes. The behavior was monitored with a student disciplinary contract that you were to sign daily. We have reviewed your child's disciplinary contracts and have found the following:

The student **COMPLETED** the assignment to SGLC successfully and **MAY RETURN** to his/her campus.

**A parent or guardian must accompany** your child to report to his/her campus on \_\_\_\_\_ and present him/herself to \_\_\_\_\_, Assistant Principal, **WITH THIS LETTER.** The Assistant Principal will meet with both of you and then refer the student to a counselor so that they may receive his/her class schedule.

**We encourage you, the parents, to remain active in monitoring your child's attendance, behavior and academic progress so that your child will be successful at his/her campus and NOT RETURN TO THE SGLC.**

Respectfully,

SGLC Principal

\_\_\_\_\_ 504 Student

\_\_\_\_\_ SpEd Student

\_\_\_\_\_ ESL Student

EXHIBIT B

**SGLC Early Exit**

**THIS LETTER MUST BE PRESENTED AT THE ASSISTANT PRINCIPAL'S OFFICE**

DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_

- San Felipe Memorial Middle School
- Del Rio Middle School
- Del Rio Freshman School
- Del Rio High School

Dear Campus Administrator:

After an “**Early Exit**” review, it was determined that \_\_\_\_\_ would return to his/her campus on \_\_\_\_\_ and present him/herself to the Assistant Principal to sign a Behavior Contract. Both the student and parent understand that should \_\_\_\_\_ fail to maintain the requirements of that contract, he/she will be returned to the SGLC until the completion of his original assignment, \_\_\_\_\_.

If you have any questions about this student, please do not hesitate to contact me at ext. 4452.

Respectfully,

SGLC Principal

\_\_\_\_ 504 Student

\_\_\_\_ Sp.Ed. Student

\_\_\_\_ ESL Student