

Special Education Quick Notes for Discipline

- 1.) Every time you suspend a special education student the following forms must be faxed to **425-1840**.
 - A. **Letter of Discipline Action**
 - B. **Incident Summary**
 - C. **Disciplinary Action Review Form**
 - D. **Prior Written Notice**

- 2.) Bus suspensions count as part of your 10 days, if the student has special transportation on their IEP.

- 3.) When a special education student is suspended on the 7th or 8th day you will need to do the following:
 - A. Update the IEP to address behavior (you can write a new IEP or targeted review)
 - B. Ask permission for a Functional Behavioral Assessment (FBA) if the student does not have a Behavioral Intervention Plan (BIP)
 - C. Develop or update Behavioral Interventional Plan (BIP)

- 4.) Every time following the 10th day of suspension you must do the following:
(NOT A CHAGE OF PLACEMENT - SECTION 2 DISCIPLINARY ACTION REVIEW)
 - A. Provide same day written notice of the removal (PWN)
 - B. Provide Incident Summary
 - C. Procedural Safeguards
 - D. Completed Manifestation Determination Review (MDR)
 - E. Update IEP through a targeted review or new IEP

Within 10 days of the decision to **change placement** you must meet (with parent and IEP team) to complete the following:

- A.) Invitation to meeting and Procedural Safeguards
- B.) Updated IEP to address behavior through targeted review or new IEP
- C.) Meeting Notes
- D.) Manifestation Determination (MDR)
- E.) Prior Written Notice

A change of placement occurs by meeting all three criteria:

More than 10 cumulative school days **AND**

Similarity of behaviors **AND**

Length of removal and proximity of removal to one another