

# Discipline Procedures For Students with Disabilities

## Short Term Removals

(10 Days or less per offense)

### STEP 1 - Disciplinary Review Form (DRF)

- Assign discipline as appropriate for behavior
- Complete *Discipline Log* and look for a pattern
  - If **no pattern** is found – discipline as typical, no further steps required. **STOP HERE**
  - If **yes a pattern**, complete a *PWN* and *IEP Meeting Notice*
- **Prior Written Notice (PWN)**
  - Complete State approved form
- **IEP Meeting Notice**
  - Denote reason: “Manifestation Determination”
  - Denote: “Procedural Safeguards Enclosed”
- **Same Day Notice**
  - Ensure all paperwork has the same date.
  - Send DRF, PWN, Procedural Safeguards and Meeting Notice home together.

### STEP 2 - Manifestation Determination Review (MDR)

- Preparation
  - Current IEP and Progress Updates
  - Behavioral History
  - Description of events
  - Any relevant medical information
- Meeting – Complete State approved Form

### STEP 3 - Individual Education Program (IEP)

- Schedule IEP meeting to discuss future support and possible need for an FBA and/or BISP

## Long Term Removals

(11 or more days per offense)

### STEP 1 - Disciplinary Review Form (DRF)

- Assign discipline as appropriate for behavior by indicating immediate removal as well as potential removals (i.e. expulsion) by marking suspension and conference with central office.
- **Prior Written Notice (PWN)**
  - Complete State approved form
- **IEP Meeting Notice**
  - Denote reason: “Manifestation Determination”
  - Denote: “Procedural Safeguards Enclosed”
- **Same Day Notice**
  - Ensure all paperwork has the same date.
  - Send DRF, PWN, Procedural Safeguards and Meeting Notice home together.

### STEP 2 - Manifestation Determination Review (MDR)

- Preparation
  - Current IEP and Progress Updates
  - Behavioral History
  - Description of events
  - Any relevant medical information
- Meeting – Complete State approved Form

### STEP 3 - Individual Education Program (IEP)

- Schedule IEP meeting to discuss future support and possible need for an FBA and/or BISP

