DISCIPLINE: Special Education
Consideration of Change of Placement

DEFINITIONS

- **Placement:** The last agreed upon IEP defines the student’s placement by outlining what services a child needs, a decision must be made about where services will be provided. Placement is the “where” and “how” the child’s IEP is carried out.

- **Change of Placement:** A removal of a child with an IEP is for more than 10 consecutive school days or the child has been subjected to a series of removals that constitute a pattern.

- **Pattern:** A pattern that constitutes a change of placement exists when
  - the series of removals total more than 10 school days in a school year;
  - when the child’s behavior is substantially similar to the child’s behavior in previous incidents that resulted in the series of removals; and
  - when additional factors exist such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another.

DISCIPLINE INCIDENT

☐ Administrator reviews disciplinary incident on a case-by-case basis and determines to impose disciplinary action that would result in a suspension of services.

☐ On the same day the school decides to impose a disciplinary consequence that would result in a suspension from school of more than 10 days (cumulative in a school year), the school must notify the parents of that decision.

☐ Include a copy of the procedural safeguards in the notification (every time).

☐ The School Administrator, in consultation with the special education teacher, determines whether a change of placement has occurred from a pattern of suspensions.

☐ Review proximity of removals to each other.
☐ Length of each removal
☐ Discipline type

1. **If suspension is not a change in placement:**
   - School Personnel in consultation with student’s special education teacher, determines the extent of services completing the appropriate form to document this process (No IEP Addendum or meeting required) – END OF PROCEDURES FOR THIS CHECKLIST
     - Services must be sufficient to enable student to progress in the general curriculum and advance toward achieving IEP goals and objectives.

2. **If suspension is a change in placement follow remainder of this checklist.**

☐ A Manifestation Determination Meeting must be scheduled immediately and must occur as soon as possible, but no later than 10 days after the decision to take disciplinary action is made. Case Manager is notified of the need for a Manifestation Determination Meeting.

☐ Manifestation Determination procedures are completed.
  See DISCIPLINE: Manifestation Determination Checklist

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