DISCIPLINE: Special Education
Recommendation of Suspension for More Than 10 Days at One Time
(NOT for Drugs or Weapons)

DISCIPLINE INCIDENT

☐ Consult with the Superintendent or designee.

☐ 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 form 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).

☐ 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