DISCIPLINE: Special Education
Exceeding 10 Days of Suspension (Cumulative) in a School Year

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 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

NOTES:

• A student with a disability may be removed from the student's educational setting for a period of time that cumulatively exceeds 10 school days in a school year for separate incidents of misconduct as long as the removals do not constitute a pattern. *In order to determine if a pattern exists required, procedures must be followed, but are voluntary. If in doubt about whether or not a pattern exists in regard to the disciplinary action, follow “CHANGE IN PLACEMENT” procedures, below.*

• For additional suspensions after an MDR meeting, the school must follow all the steps noted above.

• If the school administrator is ever in doubt as to whether or not a change of placement has occurred after the initial 10 days of suspension, follow all the steps noted above.