

DISCIPLINARY ACTION REVIEW FORM

County Schools

Student's Full Name _____
School _____
Parent(s)/Guardian(s) _____
Address _____
City/State/Zip _____

Date _____
Date of Birth _____
Grade _____
WVEIS# _____
Telephone _____

Section 1: If the student meets one or more of the following criteria, proceed to Section 2.

- ☐ at the time of the incident, the student had a disability (IDEA or Section 504).
- ☐ the student is in the multidisciplinary evaluation process.
- ☐ the parent(s) has/have expressed in writing to supervisory personnel that the student may be in need of special education and related services.
- ☐ the parent(s) has/have requested in writing a multidisciplinary evaluation.
- ☐ the student's teacher or other district personnel have expressed concerns about a pattern of behavior to the district's director of special education or other district supervisory personnel.

Section 2: The student's disciplinary removal on _____ is a *disciplinary change of placement* if the criteria in either A OR B are met: _____ Date(s) _____

A. _____ a removal for more than 10 consecutive school days.

OR

B. _____ a series of removals that constitutes a pattern as established by meeting **ALL** three criteria:

- More than 10 cumulative school days; **AND**
- Similarity of behaviors; **AND**
- Length of each removal and proximity of removals to one another.

Total # days
removed to
date: ____

If either A **OR** B is met, a *disciplinary change of placement has occurred*. Document that all of the following were provided to the parent on the **SAME DAY**: ☐ Written Notice of Suspension ☐ Procedural Safeguards Brochure ☐ Prior Written Notice.
Document the date provided: _____ and the method provided: ☐ hand-delivered ☐ emailed/faxed.

Proceed to Section 3, as a Manifestation Determination is required at this time.

If **neither** A nor B is met, a *disciplinary change of placement has not occurred*.

Proceed to Section 5: Consultation, as a Manifestation Determination is NOT APPLICABLE at this time.

Section 3: A Manifestation Determination was conducted on _____ (within 10 school days of the removal) and the following documentation was reviewed by the team: _____ Date _____

☐ Incident report ☐ IEP/504 Plan ☐ Teacher observation(s) ☐ Attendance report ☐ Parent information ☐ FBA/BIP
☐ Discipline record ☐ Evaluation information ☐ Student schedule ☐ Progress reports ☐ Other _____

After reviewing the above documentation, the team must respond to the following statements:

☐ Yes ☐ No The conduct in question was caused by, or had a direct and substantial relationship to the student's disability(ies).
☐ Yes ☐ No The conduct in question was a direct result of the district's failure to implement the IEP/Section 504 Plan.

If **Yes** to either statement, the conduct is a **manifestation** of the student's disability(ies) and the team must: 1) conduct a FBA and develop a BIP, if one has not been completed; **or** 2) review the existing BIP and revise as needed to address the current behavior(s); **and** 3) return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as determined by the IEP Team/Section 504 Team. If **No**, refer to Policy 2419.

Section 4: Manifestation Determination: Relevant IEP Team members as determined by the district and parent.

Signature: _____ Position: _____

Signature: _____ Position: _____

Signature: _____ Position: _____

Signature: _____ Position: _____

Section 5: Actions When Removals are not a Disciplinary Change of Placement: Document that school personnel have **consulted** with at least one of the student's teachers to determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP/Section 504 Plan.

Extent of Services: _____

Initials: Administrator _____ Teacher _____