

Student Suspension/Removal Guidelines

Schools do not have to provide services for special education students for the first ten (10) days of suspension/removal from school for any part of a school day.

1. Removal of a student for any part of a day is considered a suspension for a full day and suspension paperwork must be completed.
2. What is not a removal?
   1. Time-out
   2. In-school suspension, if during the in-school suspension, the student has the opportunity to:
      1. Progress appropriately in the general education curriculum;
      2. Receive special education services specified in the student’s individualized education plan (IEP); and
      3. Participate with nondisabled students to the extent the student would have in the student’s current placement.
   3. Short-term removal pursuant to an IEP (Shortened day)
      1. Requires approval of program supervisor.
      2. Does not require suspension paperwork.
      3. Must be reviewed at least every 9 weeks and a plan in place to increase to full time.
3. At five (5) cumulative days of suspension, removals, or a combination of removals and suspension, teacher of record (TOR) must:
   1. Develop a functional behavioral assessment (FBA). The FBA must be developed by a team of people, including the general education teacher(s).
   2. Convene a case conference.
      1. Develop a positive behavior intervention plan (PBIP) or review and revise an existing PBIP.
      2. Review individualized education plan (IEP) services.
      3. Contact supervisor if this student would need IEP removal for portions of days as evidenced by his/her previous behaviors.
      4. School personnel, in collaboration with at least one of the student’s teacher determine the extent to which services are needed to enable the student to do the following:
         1. Continue to participate in the general education curriculum, although in another setting.
         2. Progress toward meeting the goals set out in the student’s IEP.
      5. Determine and specify services to be provided on eleventh (11th) day of suspension or removal each subsequent day for the duration of the year.(Alternate Education Plan)
   3. Notify supervisor of revision.
4. Once there have been ten (10) cumulative days of suspension, removals, or a combination of suspension and removals, the alternative education plan should be implemented. Contact the special education supervisor to schedule a manifestation determination case conference within ten (10) school days to discuss possible programming changes such as:
   1. Complete a new FBA if one does not exist or the current one does not apply to the behavior.
   2. Revise the PBIP.
   3. Review and revise services.
   4. Change placement.