**Procedures for Transitioning Students to and from The Learning Center**

**INITIAL DISCIPLINARY ACTION REQUEST:**

1. As soon as the student is suspended pending an expulsion, the assigned SPED teacher needs to schedule an IEP meeting. Ideally this meeting needs to be scheduled ASAP (even if it is the day the initial day of or day right after the initial day of suspension), as long as the parent agrees to waive the 7 day notice. If not, schedule within the 7-day timeline. **Please do not wait till the last day of suspension to conduct/schedule this process.**
2. Once a date has been established, a representative from SPED CO needs to be contacted to participate in this IEP to conduct the Manifestation Determination Review.
3. At the scheduled IEP meeting, a Manifestation Determination Review will be conducted.
   1. If the behavior **IS** manifestation of the disability, a behavior plan will either be created or updated.
   2. If the behavior **IS NOT** a manifestation of the disability, the IEP team will finish the meeting, and the principal or asst principal will move forward with the expulsion process.

**If moving forward with expulsion:**

1. The packet for expulsion (principals are responsible for this completed packet) will be hand delivered ASAP to assigned CO personnel for approval.
2. When Ms. Slay, Learning Center counselor, receives the packet, a Learning Center Staff member will schedule orientation/IEP Change of Placement meeting with the parents, IEP team, and a representative from the homeschool. At this meeting, a change of placement will be conducted as well as any additional changes to the IEP that may be needed to match services available at TLC.

**AFTER 45 DAYS, THE STUDENT WILL BE REVIEWED. IF HE OR SHE HAS MET ALL GOALS AT THE LEARNING CENTER AND IF THE IEP TEAM AGREES, THE STUDENT IS TO RETURN TO THE HOMESCHOOL. THIS INCLUDES “CALENDAR YEAR EXPULSIONS”.**

**MOVING FROM LEARNING CENTER BACK TO HOMESCHOOL:**

1. An email will be sent to the home school’s LSC to schedule an IEP meeting at the homeschool to conduct a change of placement. A representative from The Learning Center will need to be present at this meeting. The SPED teacher at the homeschool will be responsible for changing the placement on the IEP and any other changes that are needed.

\*\*\*LSC’s at the homeschool will continue to have access to the student’s IEP while they are at The Learning Center so they are prepared to view and change the IEP as needed once they are informed about the student’s return.