



Administrative Guidelines for Brownsville Academic Center (BAC)

PURPOSE: The objective of the district-developed guidelines is to proactively address the Performance Based Monitoring Analysis System (PBMAS) Special Education Indicators that focus on “Discretionary Removals” and to secure an acceptable and compliance Performance Rating in those areas. The guidelines also provide an opportunity for the campuses to utilize their administrative discretion as authorized by the Texas Education Agency and the Texas Administrative Codes to appropriately address students with special needs and the potential relationship of their disability and the inappropriate behavior.

Please be advised that the decision to proceed with removals will be made by home campus administration; however, it is highly recommended that first time discretionary offenders not be sent to BAC.

Instead:

- Review IEP Schedule of Services.
- Review and/or revise FBA and/or BIP.
- Campus Administrator(s) should give the ARD teacher, classroom teachers, and other school staff an opportunity to implement interventions and strategies. • Campus administrator may consider other campus-based disciplinary options.
- Refer to the BI Handbook for procedures relating to removal of students in the BI program.

Discretionary / Mandatory Removals

As per administrative disciplinary guidelines, a discipline hearing must be conducted within 7 school days of the infraction. For students with special needs, the following steps will be adhered to:

1. Campus administration must inform the campus ARD teacher of the incident on the day of the infraction.
2. While campus administration is conducting their investigation, the campus ARD teacher will conduct or review the FBA, review and/or draft the BIP, and collect data (such as but not limited to: graphs, dates showing social skills instruction, direct observations, dates reflecting reinforcements and consequences being earned, etc.) that supports implementation of behavior goals and objectives(if applicable).

3. The home campus ARD teacher will schedule a staffing within 3 days of the infraction with appropriate campus and relevant staff (such as, but not limited to: ARD Administrator, SE Teacher, Behavior Specialist, SE Counselor, GE Counselor, Nurse, etc.) to review data about the infraction, IEP, FBA, BIP implementation and FIE. Depending on the outcome of the discipline hearing and MDR, Placement ARD meetings will be scheduled. (Note: a MDR is required for any student removed from the current instructional setting for more than 10 cumulative school days).
4. Staffings are the responsibility of the home campus. The ARD teacher will complete the Staffing Checklist for BAC placement of special needs' students (located on the special services webpage under the FORMS tab). This form will be included in the hearing process.
5. Home campus will submit preliminary packet following BAC packet checklist for BAC and Special Services approval to continue with hearing process.
6. Campus ARD teacher will send the invitations for the MDR and Consideration of Placement ARD meetings, including a copy of the Procedural Safeguards. The MDR shall be held immediately following the hearing. The ARD teacher will work collaboratively with the campus administrator to verify the day and time. (Assure the "five school day notice" legal requirement is followed— unless the parent is willing to waive the 5 days.)
7. The ARD teacher will email the BAC SE Lead teacher the date and time of the Placement ARD. The BAC SE teacher will make arrangements to participate in the Placement ARD. The special education teacher from the home campus and the special education teacher from BAC will work collaboratively to complete the Schedule of Services in IEPplus. If the student's annual ARD is due in the next 60 days, it is recommended that the ARDC complete both an annual/placement ARD (with parent consent).

Additional Guidelines:

- The home campus will be responsible for providing Review 360 intervention documentation to the DAEP for a student's second and/or subsequent infraction(s) that require more intensive behavior interventions. Review 360 intervention report will be required as part of BAC packet.
- Notes (for both Discretionary and Mandatory removals): For every student's BIP that requires tangibles, the home campus will provide DAEP with the tangibles specified on the BIP.
- Any changes made by the BAC staff to a student's IEP/BIP are the responsibility of the BAC ARD committee and staff.
- Annual ARDS will be held at the home campus with the collaborative efforts of the BAC representative. The student and BAC representative will participate via telephone. The BAC teacher will notify the parent of the ARD meeting and send home the ARD invitation.
- Failure to comply with these guidelines may result in a reduction of the student's term at BAC.