

TUMWATER SCHOOL DISTRICT
SPECIAL EDUCATION/504 DISCIPLINE PROCESS

When a Discipline Referral is initiated:

- School Building Administrator:
 - Completes and signs a suspension or expulsion report;
 - Contacts parent of student suspended or expelled;
 - Sends the suspension or expulsion report to Student Learning.

- School Building Secretary or Office Assistant:
 - Enters discipline into Skyward;
 - This **must** be done the same day the discipline incident occurred;
 - Sends an email to Special Services Administrative Assistant regarding the incident;
 - Faxes a copy of the Discipline Report (**on the day of the incident**) to the Special Services Office @ 709-7042.

- Student Learning Administrative Assistant:
 - Processes disciplinary action information;
 - Provides a copy of Discipline Report to Special Services, for all Special Education and 504 students.

- Special Services Administrative Assistant:
 - Receives discipline referral;
 - Calculates total number of days (from the beginning of the school year) that the student will be suspended at the end of the current discipline referral.

- Special Services Administrative Assistant:
 - If the total number of days is between **7 – 10**:
 - Sends an email to Building Administrator, Special Services point of contact, Psychologist, and Teacher indicating the following:
 - Student is at ____ days total suspension;
 - More than 10 days would result in AES
 - If the total number of days is greater than 10:
 - Sends an email to Building Administrator, Special Services point of contact, Psychologist, Teacher and Ed Specialist indicating that the following **must** be completed:
 - Manifestation Determination Review (MDR);
 - Functional Behavior Assessment (FBA); and
 - Positive Behavior Intervention Plan (PBIP).

- Building School Psychologist:
 - Convenes school team (GQP), including the parent and:
 - Completes or reviews Functional Behavior Assessment;
 - Completes or reviews Positive Behavior Intervention Plan; and
 - Completes the Manifestation Determination Review (MDR).
 - If the behavior is determined **to be a manifestation** of the student's disability:
 - **The student is returned to the classroom.**
 - If behavior is determined **not to be a manifestation** of the student's disability:
 - An IEP Amendment for change of placement must be completed.
 - Send all required documents to Special Services.

When the behavior for which the student was suspended is not a manifestation of their disability:

- Ed Specialist and Special Services Administrative Assistant:
 - Makes arrangements for AES;
 - Contacts AES tutor
 - Works with AES tutor to secure AES location and time
 - Contacts Building Staff if AES tutor is unavailable, and works with school building to secure a Para to tutor student at the District Office while suspension is in place; and
 - Sets up AES file for tutor, including tracking sheets, attendance and class work.

- Building School Psychologist and Special Education Teacher
 - Sends the following documents to Special Services Office:
 - IEP Amendment for change of placement (during suspension);
 - Provides work for tutor to use while providing instruction during AES.

NOTES:

- When a student is attending Tumwater West those days **cannot be counted** as suspension.
- When a student is attending AES those days **are counted** as suspension.
- If a student is home during the Building Administrator's investigation (up to 10 days) **those days count** as suspension.
- Discipline information is now being pulled from Cedars, by OSPI, on a weekly basis.
- Discipline information **must** be entered into Skyward the same that the incident occurs.
- Copies of the Discipline Referral will be filed in the Discipline binder until the end of the year, at which time they will be moved to the student's Audit File.