

Administrator's Quick Reference Guide
Students with Disabilities: Discipline
(NLSEC August 2014)

DECISION	ACTION/DOCUMENTATION	FOLLOW-UP
Suspension: less than 5 consecutive or 10 cumulative days	Informal administrative conference with student Written notice of grounds for suspension Pupil Fair Dismissal Act	Monitor
Suspension: more than 5 consecutive or 10 cumulative days	Informal administrative conference with student Written notice of grounds for suspension Pupil Fair Dismissal Act	Team is required to meet no more than 10 days after the 6 th consecutive or 10 th cumulative day to determine needs to continue in general education curriculum and make progress on IEP goals.
Suspension: more than 10 consecutive days or a series of removals that constitute a pattern (>10 days, similar behavior, and length/time/proximity of removals)	Informal administrative conference with student Written notice of grounds for suspension Pupil Fair Dismissal Act (CHANGE OF PLACEMENT)	Manifestation Determination within 10 days of decision Must provide special education services
Restrictive Procedure: Physical Hold	Document using SpEd Forms Make reasonable effort to notify parents on the same day Notice is sent to parents within 2 days	Staff de-briefing using SpEd Forms
Restrictive Procedure: Physical Hold is used on 2 separate days within 30 calendar days	Document using SpEd Forms Make reasonable effort to notify parents on the same day Notice is sent to parents within 2 days	Convene IEP meeting* (*sample agenda included)
Restrictive Procedure: Physical Hold is used and a pattern emerges	Document using SpEd Forms Make reasonable effort to notify parents on the same day Notice is sent to parents within 2 days	Convene IEP meeting*
Restrictive Procedure: Physical Hold is used and IEP or BIP does not provide use in emergency	Document using SpEd Forms Make reasonable effort to notify parents on the same day Notice is sent to parents within 2 days	Convene IEP meeting*
Parent or district requests meeting after restrictive procedures are used		Convene IEP meeting