

Suspension Documentation (Building Administrator)

Used to track suspension days and required tasks for students with IEPs

Student Name: _____

Date of Birth: _____

School Year: _____

Checklist (Building Administrator):

Date:

Date:

- 1st Day OSS _____
- 2nd Day OSS _____
- 3rd Day OSS _____
- 4th Day OSS _____
- 5th Day OSS _____
- 6th Day OSS _____
- 7th Day OSS _____

*Emailed Case Manager to complete the "7th Day OSS Procedures" _____

*Case Manager to facilitate the completion of the FBAP

*Case Manager to facilitate the completion of the BIP

*Case Manager to include behavior as a NEED in the IEP
(can be done w/ addendum)

*Case Manager to address NEED by referencing BIP in IEP
(can be done w/ addendum)

- 8th Day OSS _____
- 9th Day OSS _____
- 10th Day OSS _____
- 11th Day OSS _____

*Consider alternative discipline (ISS and/or other)

*Emailed Case Manager to complete the "11th Day OSS Procedures" _____

*Case Manager to send letter offering services to student while on suspension (See "11th Day FAPE Service Offer" letter)

*Case Manager to complete "Pattern of Behavior Determination Worksheet" with Building Administrator and/or designee

*If pattern in behavior is confirmed, Case Manager to notify SE Supervisor on need to complete MDR

*Case Manager to document days of service provided to student (See "11th Day FAPE Service Documentation" form)

➤ **All Subsequent OSS**

*Emailed Case Manager to complete "Subsequent OSS Procedures" _____

*Case Manager to send letter offering services to student while on suspension (See "11th Day FAPE Service Offer" letter)

*Case Manager to review/revise BIP

*Case Manager to update "Pattern of Behavior Determination Worksheet" with Building Administrator and/or designee

*If pattern in behavior is confirmed, Case Manager to notify SE Supervisor on need to complete MDR

*Case Manager to document days of service provided to student (See "11th Day FAPE Service Documentation" form)

Suspension Documentation (Case Manager)

Used to document completed required tasks for students with IEPs

Student Name: _____

Date of Birth: _____

School Year: _____

Checklist (Case Manager):

Date:

Date:

➤ 7th Day OSS _____

- *Completed addendum or new IEP to add behavior as a NEED for PLAAFP _____
- *Completed addendum or new IEP to address NEED by referencing BIP in IEP accommodations _____
- *Facilitate the completion of the FBAP _____
- *Facilitate the completion of the BIP (consider appropriateness of "cooling off time" in BIP) _____

➤ 11th Day OSS _____

- *Sent letter offering services to student while on suspension (See "11th Day FAPE Service Offer" letter) _____
- *Completed "Pattern of Behavior Determination Worksheet" with Building Administrator and/or designee _____
- *If pattern in behavior is confirmed, notify SE Supervisor on need to complete MDR _____
- *Documented days of service provided to student (See "11th Day FAPE Service Documentation" form) _____

➤ All Subsequent OSS

- *Sent letter offering services to student while on suspension (See "11th Day FAPE Service Offer" letter) _____
- *Reviewed/revise BIP and documented review date on BIP document _____
- *Updated "Pattern of Behavior Determination Worksheet" with Building Administrator and/or designee _____
- *If pattern in behavior is confirmed, notify SE Supervisor on need to complete MDR _____
- *Documented days of service provided to student (See "11th Day FAPE Service Documentation" form) _____

11th Day (FAPE) Service Offer

{Parent's Address}

{Date}

Dear Parent,

Under the provisions of the Individuals with Disabilities Education Act (IDEA), school authorities may suspend special education students for disciplinary purposes, up to 10 school days, to the same extent removal would be applied to nondisabled students and without providing services. When a special education student's suspension days go beyond 10 cumulative days in a school year, schools are responsible for providing educational services while the student serves their days of suspension.

This letter is to offer those services to your child with the understanding that it will allow him/her the opportunity to continue participation in the general curriculum and to progress toward meeting the goals set out in his/her IEP. After looking at your child's class schedule, his/her IEP goals, and the services listed in his/her IEP; your child's teachers and district administration will determine the work and instruction to be provided to your child during his/her suspension time.

Please contact me at your earliest convenience to schedule the services that are being offered. Your child will have the opportunity to earn credit for the work completed during this time.

I have included a copy of Parent Rights & Procedural Safeguards.

Sincerely,

{Case Manager's Name}

Encl:
Parent Rights & Procedural Safeguards document

Pattern of Behavior Determination Worksheet

Student's Name	Last:	First:	Middle Initial:
Student ID #:	Date of Birth:	Grade:	School:

Participants:

Name/Role	Name/Role
Name/Role	Name/Role
Name/Role	Name/Role

DESCRIPTION OF BEHAVIOR/INCIDENT SUBJECT TO DISCIPLINE	Date of suspension	Number of days of suspension	Cumulative days of suspension	Proximity of removals
<i>List all incidents subject to disciplinary removal for current school year.</i>				
Incident #1			X	X
Incident #2				
Incident #3				
Incident #4				
Incident #5				
Incident #6				
Incident #7				

Directions: Use the chart below to record the decisions of the team regarding the existence of a pattern. The team should look for patterns that may exist in the behaviors themselves (recurrence of substantially similar behaviors), the proximity of removals (same day each week, same time of day, etc.), and the location and/or people involved in the incident.

DETERMINATIONS OF PATTERN OF REMOVALS	RATIONALE FOR DETERMINATION
Incident #1 yes <input type="checkbox"/> no <input type="checkbox"/>	
Incident #2 yes <input type="checkbox"/> no <input type="checkbox"/> Date of Determination:	
Incident #3 yes <input type="checkbox"/> no <input type="checkbox"/> Date of Determination:	
Incident #4 yes <input type="checkbox"/> no <input type="checkbox"/> Date of Determination:	

<i>Incident #5</i> <i>yes</i> <input type="checkbox"/> <i>no</i> <input type="checkbox"/> Date of Determination:	
<i>Incident #6</i> <i>yes</i> <input type="checkbox"/> <i>no</i> <input type="checkbox"/> Date of Determination	