

# DISCIPLINARY ACTION REVIEW FORM

\_\_\_\_\_ County Schools

Student's Full Name \_\_\_\_\_  
School \_\_\_\_\_  
Parent(s)/Guardian(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

Date \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Grade \_\_\_\_\_  
WVEIS# \_\_\_\_\_  
Telephone \_\_\_\_\_

**Section 1: If the student meets one or more of the following criteria, proceed to Section 2.**

- at the time of the incident, the student had a disability (IDEA or 504).
- the student is in the multidisciplinary evaluation process.
- the parent(s) has/have expressed in writing to supervisory personnel that the student may be in need of special education and related services.
- the parent(s) has/have requested in writing a multidisciplinary evaluation.
- the student's teacher or other district personnel have expressed concerns about a pattern of behavior to the district's director of special education or other district supervisory personnel.

**Section 2: The student's disciplinary removal on \_\_\_\_\_ is a disciplinary change of placement if the criteria in either A OR B are met:** \_\_\_\_\_ Date(s)

A. \_\_\_\_\_ a removal for more than 10 consecutive school days.

**OR**

B. \_\_\_\_\_ a series of removals that constitutes a pattern as established by meeting **ALL** three criteria:

- More than 10 cumulative school days; **AND**
- Similarity of behaviors; **AND**
- Length of each removal and proximity of removals to one another.

**Total # days removed to date: \_\_\_\_\_**

If either A **OR** B is met, a **disciplinary change of placement has occurred**. Document that all of the following were provided to the parent on the **SAME DAY**:  Written Notice of Suspension  Procedural Safeguards Brochure  Prior Written Notice. Document the date provided: \_\_\_\_\_ and the method provided:  hand-delivered  emailed/faxed.

**Proceed to Section 3, as a Manifestation Determination is required at this time.**

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If **neither** A nor B is met, a **disciplinary change of placement has not occurred**.

**Proceed to Section 5: Consultation, as a Manifestation Determination is NOT APPLICABLE at this time.**

**Section 3: A Manifestation Determination was conducted on \_\_\_\_\_ (within 10 school days of the removal) and the following documentation was reviewed by the team:** \_\_\_\_\_ Date

Incident report  IEP/504 Plan  Teacher observation(s)  Attendance report  Parent information  FBA/BIP  
 Discipline record  Evaluation information  Student schedule  Progress reports  Other \_\_\_\_\_

**After reviewing the above documentation, the team must respond to the following statements:**

Yes  No The conduct in question was caused by, or had a direct and substantial relationship to the student's disability(ies).  
 Yes  No The conduct in question was a direct result of the district's failure to implement the IEP.

If **Yes** to either statement, the conduct is a **manifestation** of the student's disability(ies) and the team must: 1) conduct a FBA and develop a BIP, if one has not been completed; **or** 2) review the existing BIP and revise as needed to address the current behavior(s); **and** 3) return the student to the placement from which the student was removed, unless the parent and the district agree to a change of placement as determined by the IEP Team. If **No**, refer to Policy 2419.

**Section 4: Manifestation Determination: Relevant IEP Team members as determined by the district and parent.**

Signature: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature: \_\_\_\_\_ Position: \_\_\_\_\_

**Section 5: Actions When Removals are not a Disciplinary Change of Placement:** Document that school personnel have **consulted** with at least one of the student's teachers to determine the extent to which services are needed to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

**Extent of Services:** \_\_\_\_\_

\_\_\_\_\_  
**Initials: Administrator \_\_\_\_\_ Teacher \_\_\_\_\_**