MANIFESTATION DETERMINATION REVIEW FLOW CHART

Incident Occurs – School Enters Suspension into SOHO

Removal for > 10 consecutive school days

2+ removals for >10 cumulative school days in a SY – POTENTIAL NON-PRESUMPTIVE PATTERN

3+ removals for >10 cumulative school days in a 40 day period – PRESUMPTIVE PATTERN

Does a pattern of removals exist?

NON-PRESUMPTIVE PATTERN (disciplinary change of placement)

No pattern – student may be removed (no disciplinary change of placement)

Student may be removed (no disciplinary change of placement)

UPON APPROVAL OF SUSPENSION

Hearing Office sends notification of suspension and MDR to parent

Superintendent’s Suspension

MDR Required – School receives email notification from SOHO about MDR deadline

Principal’s Suspension or Teacher Removal

School sends notice of suspension and MDR to parent

PRIOR TO MDR MEETING

If necessary, school schedules MDR in SOHO

School gathers documents

School confirms parent attendance

School confirms attendance of DOE staff

W/IN 5 DAYS OF HEARING OR REMOVAL

School holds MDR meeting

Was the incident a manifestation of the student’s disability?

Yes*

Conduct follow up steps (FBA/BIP, etc.)

Student returned to school immediately

School enters MDR Worksheet into SOHO w/in 24 hours

Suspension occurs as planned

Conduct follow up steps (if applicable, FBA/BIP, IEP review, etc.)

No

W/IN 24 HOURS OF MDR MEETING

If misconduct involved weapons, drugs, controlled substances or bodily injury, student may still be removed to the ALC for up to 45 days.

* If misconduct involved weapons, drugs, controlled substances or bodily injury, student may still be removed to the ALC for up to 45 days.