

**MISSISSIPPI DEPARTMENT OF EDUCATION – OFFICE OF SPECIAL EDUCATION
ON-SITE MONITORING RECORD REVIEW FORM
DISCIPLINE**

***For students who have been suspended ≥10 days or expelled**

Monitor's Name:		Date of Review:	
District:		School:	
Student's Name, MSIS #, and Student Monitoring File #:	Date of Birth:	Age:	Grade:
		Gender:	
Eligibility Category:	Secondary Eligibility:	Eligibility Date:	
NOTES:			
REQUIRED: DOCUMENT NOTES BELOW FOR ALL COMPLIANT AND NONCOMPLIANT FINDINGS			

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Record Review Item	Regulation 34 C.F.R. or SBP 74.19	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
DIS-1	300.530(e)(1)	Did the public agency conduct a manifestation determination to determine	YES	A manifestation determination was completed by the IEP Committee.	Manifestation Determination Review Form
		a) Conduct was caused by or had a direct and substantial relationship to the child's disability; or b) If the conduct in question was the direct result of the public agency failure to implement the IEP?	NO	A manifestation determination was not completed by the IEP Committee.	Written Prior Notice
DIS-2	300.530(e)(1) 300.530(g) 300.536	Was the manifestation determination conducted within 10 school days of the district's decision to change the placement of a child with a disability? <i>Change of placement is disciplinary removal of a child for violation of student code of conduct and removal if for more than ten consecutive school days or if a series of removals constitute a pattern.</i>	YES	The date of the manifestation determination review is within 10 school days from the date of the decision to change the placement of the child with a disability through a suspension or expulsion.	Student discipline record documenting cumulative days of out-of-school suspension or expulsion, from which the manifestation determination review timeline can be calculated.
		Special Circumstances: 1. Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function; 2. Knowingly possesses or uses illegal drugs, or sells or solicits	NO	The date of the manifestation determination review is more than 10 school days from the date of the decision to change the placement of the child with a disability through a suspension or expulsion.	

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		<p>the sale of a controlled substance, while at school, on school premises, or at a school function;</p> <p>3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function</p>	NA	<p>Special Circumstances: School personnel may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the child's</p>	
				<p>disability for possession of a weapon, possession of or use of illegal drugs, or inflicting serious bodily injury.</p>	

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DIS-3	300.530(b)(2)	If required, did the public agency continue to provide services to the	YES	There is evidence regarding the provision of educational	Attendance Records
		student after he or she has been removed from his or her current placement for 10 school days in the same year, during any subsequent days of removal?		<p>services following the tenth day of removal.</p> <p>There is evidence regarding the offer to provide educational services following the tenth day of removal, but the child did not participate in the services.</p>	<p>Service Provider Logs</p> <p>Revisions to the IEP to discuss change in placement</p> <p>Student discipline records documenting cumulative days of out-of-school suspension or expulsion from which the manifestation determination review timeline can be calculated.</p>
			NO	<p>There is no evidence documenting the provision of educational services following the tenth day of removals.</p> <p>The child did not receive educational services.</p>	

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DS-4	300.17 300.101 300.530(d)(1)	Did the district conduct a functional behavioral assessment (FBA) after the manifestation determination? (Unless	YES	An FBA is included in the student's file.	Functional Behavior Assessment
	300.530(f)(1)(i)(ii) SBP 300.530(d)	the district conducted the FBA before the behavior that resulted in the change in placement. If the FBA has been developed, did the district review the FBA after the manifestation determination and modify it as necessary to address the child's behavior?)		The FBA meets the requirements of SBP 300.530(d).	
			NO	Disciplinary change of placement that would exceed ten school days is determined not to be a manifestation of the child's disability. Disciplinary change of placement for a violation of a code of conduct to an interim alternative educational setting for not more than forty-five school days for weapons, drugs or serious bodily injury.	
			NA	The IEP Committee determined that the conduct was not a manifestation of the student's disability.	

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DIS-5	SBP 300.530(d)(1)(ii)(a)	Did the FBA meet the requirements of SBP 300.530(d) by including:		A Functional Behavior Assessment is an assessment utilized to evaluate a child's behavior and determine the	Functional Behavior Assessment
		a) A clear description of the problematic behavior;	YES NO		
		b) Identification of the antecedent events, times, and situations that predict when the problem behavior will not occur;	YES	purpose or function of that behavior. The result of an FBA must lead to the development/modification and implementation of a behavior intervention plan.	
			NO		
		c) Identification and consequences of the problem behavior;	YES		
			NO		
		d) Development of hypotheses and summary statements that describe the problem behavior and its functions;	YES		
			NO		
		e) Collection of data from a variety of sources: interviews, direct observation data, etc.	YES		
			NO		

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DIS-6	300.17 300.101 300.530(d)(1)	Did the district develop a behavioral intervention plan (BIP) for the child as a result of the FBA?	YES	A BIP is included in the student's file.	Behavior Intervention Plan
	300.530(f)(1)	OR If the BIP had already been developed, did the district review the BIP after the manifestation determination and modify it as necessary to address the child's behavior?	NO	A BIP is <u>not</u> included in the student's file. The BIP is included, but it does not meet the requirements of SBP 300.530(d).	
			NA	The team determined that the conduct was not a manifestation of the student's disability.	

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DIS-7	SBP 300.530(d)(1)(ii)	Did the BIP meet the requirements of SBP 300.530(d) by including ALL of the following?		A Behavior Intervention Plan must use the information gathered from the FBA to develop a concrete plan of	Functional Behavior Assessment
		a) Observable and measurable	YES		
		description of the problem behavior;	NO	action for improving student's behavior.	
		b) Identified purpose of the problem behavior as a result of the FBA;	YES		
			NO		
		c) General strategy or combination of strategies for changing problem behavior;	YES		
			NO		
		d) Written description of when, where, and how often the strategy will be implemented;	YES		
			NO		
		e) Consistent system for monitoring and evaluating the effectiveness of the plan.	YES		
			NO		

