Discipline Alert Flowchart

**Caution**  
Non-OSS Offenses

- When the Suspension Alert is **Caution**, the following steps should be **considered**.
  1. Review Classroom Management Plan, PBIS, and BIP
  2. Review Alternatives to Suspension
  3. If ISS is assigned, SPED 9 must be faxed to the Compliance Office by the school administrator/designee within 24 hours of ISS (Compliance Fax #: 219-2649)
  4. Contact and meet with teacher with IEP authority, IS, and BIS
  5. Contact Parents
  6. Document

**Elevated**  
1-3 OSS Days

- When the Suspension Alert is **Elevated**, the following steps should be **followed**.
  1. Review Classroom Management Plan, PBIS, develop or review Behavior Contract or BIP and begin the 7-Step Tier II Process
  2. Review Alternatives to Suspension  
    Remember "Only 10 Days"
  3. SPED 9 must be faxed to the Compliance Office by the school administrator/designee within 24 hours of suspension (Compliance Fax #: 219-2649)
  4. If a hearing is desired, the MDR request form must be faxed to compliance along with the SPED 9
  5. Maintain Copy of JPAMS Discipline Report
  6. Meet with IS, BIS, SPED/Regular teacher, etc. to discuss plan of action
  7. Meet with Parents
  8. Document
  9. If ISS is assigned, SPED 9 must be faxed to the Compliance Office by the school administrator/designee within 24 hours of ISS (Compliance Fax #: 219-2649)
  10. Maintain Copy of JPAMS Discipline Report

**Critical**  
4-7 OSS Days

- When the Suspension Alert is **Critical**, the following steps should be **followed**.
  1. Repeat boxes 1 - 8 in the Elevated Section
  2. Ensure that IEP conference has been scheduled to address behavioral concerns
  3. Administer SEARS screening to determine need for related services
  4. Document
  5. Maintain Copy of JPAMS Discipline Report

**Severe**  
8-10 OSS Days

- When the Suspension Alert is **Severe**, the following steps should be **followed**.
  1. Repeat all steps in Critical Section
  2. Contact Supervisor of Compliance and School Director by email or phone
  3. Document
  4. Maintain Copy of JPAMS Discipline Report

**Alternatives to Suspensions**

1. Review PBIS/ Rewards Plan with Student
2. Refer to School Counselor
3. Refer to BIS
4. Assign Peer Mentor
5. Assign Adult Mentor
6. Parent Conference
7. Assign Lunch Detention with Administrator
8. After School Detention
9. Saturday Detention
10. Assign Appropriate ISS

**Reminder:** All students with IEPs should have IEP’s reconvened at the 4th, 7th, and 10th day of suspension.

**Acronym Meanings**

- ASD - After School Detention
- BIP - Behavior Intervention Plan
- BIS - Behavior Intervention Specialist
- IS - Instructional Specialist
- ISS - In-School Suspension
- MDR - Manifestation Determination Review
- OSS - Out-of-School Suspension
- PBIS - Positive Behavioral Interventions and Supports
- SPED - Special Education