

Proposed Changes for the 2024-2025 SCPS Discipline Procedures Manual

Page 3/Juvenile Justice Notifications	Add language regarding the release of juvenile justice notifications to district and school personnel.
Page 4/Student Search Application	Add language regarding the recording of all personal student searches within the Student Search Application in the Discipline Portal.
Page 4/Discipline of Students with Disabilities	Add language pertaining to the Manifestation Determination Review Process as no language currently exists.
Pages 5-6/Out of School Suspension Procedures	Add language pertaining to suspension policies and procedures as no language currently exist within the Discipline Procedures Manual.
Page 16/45-Day Administrative Assignment	Add the Appendix C (Principal's letter) as a required document for 45-day assignments and add the requirement for 45-day assignment document submission to the Office of Alternative Programs. This is not current procedure and will ensure the appropriate tracking of all administratively assigned students.
Page 37/Option B Uncontested Discipline Packet Checklist	Add ESE or Section 504 Conference Notes to the required documents for an uncontested administrative assignment.
Pages 46 & 47/SCPS Form 535 (English & Spanish)	Remove item #8 pertaining to the manifestation determination review outcome. Outcome documents are already required per the discipline packet checklists.
Pages 56-57/SCPS Form 1341 (English & Spanish)	Change "Statement of Incident" to " Summary of Incident" to clarify brevity of statement, change "Charges" to " Offense " (to eliminate confusion with any legal charge), remove date and time of hearing, and remove packet delivery date.
Pages 58-61/SCPS Form 1358 (English & Spanish)	Update currently listed ESE exceptionalities to most commonly assigned/expelled exceptionality types, change records review statement to an affirmative statement to eliminate confusion (The student's records have been thoroughly reviewed to determine if a disability was a factor in this incident), clarify requested information for MTSS Team's Determination (Tiering History).