

**“WATCH LIST” AND “DAY 11 SERVICES” PROCEDURES  
FOR STUDENTS WHO ARE EXCLUDED FROM SCHOOL FOR 5 OR MORE DAYS**

<p><b>Information Regarding the “WATCH LIST”</b></p>	<p>PPS must reduce the disproportionately high number of students with disabilities who are suspended or expelled for more than ten cumulative days in a school year. As part of this prevention effort, PPS has established a “watch list” of students who have <b>5 or more</b> cumulative days of suspensions this school year, and who may be at risk of exceeding 10 cumulative school days of suspension. The list will also identify those students who are special education or Section 504 eligible.</p> <p><b>WHO:</b> Building Administrators, IEP Case Managers, Special Education Data Clerks</p> <p><b>WHAT:</b> Beginning November 29, <b>building administrators</b> will receive this “watch list” by email as part of weekly eSIS Certify notifications. <b>Special education data clerks</b> will also receive the list of special education students who meet the criteria, and will in turn notify the <b>IEP case manager and others</b>.</p> <p>The building administrators, IEP case managers, and IEP teams will be asked to make sure a set of actions occur for students on their “watch list.” Please find details of expectations below.</p> <p><b>WHY:</b> PPS must reduce the disproportionately high number of students with disabilities who are suspended or expelled for more than ten cumulative days in a school year.</p> <p>For more information, contact your Special Education Program Administrator OR Suzy Harris, <a href="mailto:sharris@pps.k12.or.us">sharris@pps.k12.or.us</a>, (503)916-2000, ext. 74214 Mary Pearson, <a href="mailto:mpearson@pps.k12.or.us">mpearson@pps.k12.or.us</a>, (503)916-3747</p>
<p><b>EXPECTATIONS</b></p>	<p><b>IEP case manager</b> will be asked to ensure that the following actions are taken:</p> <ul style="list-style-type: none"> <li>• A current behavior intervention/behavior support plan is in place;</li> <li>• Review of IEP;</li> <li>• Data is being collected on behavior interventions and outcomes.</li> </ul> <p><b>Building administrators</b> are also encouraged to consider the following options for general education and Section 504 students on the “watch list”:</p> <ul style="list-style-type: none"> <li>• Holding a staffing with your building individual student problem solving team (may include BSC).</li> <li>• Developing a behavior intervention/behavior support plan for the student or reviewing the student’s plan using building resources.</li> <li>• For 504 students, reviewing the student’s 504 plan and considering the need for additional or different accommodations, supports, or evaluation.</li> <li>• All building level interventions.</li> <li>• Access mental health or other community supports if available through the building and student meets criteria.</li> <li>• Consider a BAST referral (for non-special education students) if the behavior is increasing in intensity, frequency or duration despite school-based interventions.</li> </ul> <p>For information on alternatives to suspension and expulsion, please contact Tammy Jackson at <a href="mailto:tjackson@pps.k12.or.us">tjackson@pps.k12.or.us</a> or 503.916.2000 x71004</p>

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<p><b>Information Regarding “DAY 11 SERVICES” &amp; Manifestation Determination</b></p>	<p>PPS must ensure that special education students are not suspended or expelled for more than ten cumulative school days for behavior that is a manifestation of the student’s disability. Likewise, PPS must provide educational services to special education students who are suspended or expelled beginning on the 11<sup>th</sup> school day of exclusion (cumulatively for the school year).</p> <p><b>WHO:</b> Building Administrators, IEP Case Managers, IEP Team, Special Education Data Clerks</p> <p><b>WHAT:</b> Beginning November 29, <b>building administrators</b> will receive a daily email notification identifying special education students who have received a suspension that will result in more than ten total days of suspension during this school year or who have been suspended pending expulsion. <b>Special education data clerks</b> will also receive the list of special education students who meet this criteria, and will in turn notify the <b>IEP case manager, school psychologist and special education program administrator.</b></p> <p>The building administrators, IEP case managers, and IEP teams will be asked to ensure that a set actions occur for these students. Please find details of expectations below.</p> <p><b>WHY:</b> PPS must ensure that special education students are not suspended or expelled for more than ten cumulative school days for behavior that is a manifestation of the student’s disability. PPS must ensure that special education students are provided with educational services beginning on the 11<sup>th</sup> school day of exclusion (cumulatively for the school year)</p>
<p><b>EXPECTATIONS</b></p>	<p><b>IEP Team</b></p> <ul style="list-style-type: none"> <li>• Must meet to determine whether the student’s behavior is a manifestation of the student’s disability before the 11<sup>th</sup> cumulative school day of suspension or expulsion (or any additional suspensions or expulsions beyond the 11<sup>th</sup> school day) <b><i>unless an exception has been approved in consultation with the Special Education Compliance office*</i></b>.</li> <li>• If a student is <b><i>suspended pending expulsion</i></b>, please consult with the <b>Special Education Compliance</b> office (above).</li> <li>• A student may <b><i>not</i></b> be suspended for any additional days for an incident if the IEP team has determined that the student’s conduct (in that incident) is a manifestation of the student’s disability.</li> <li>• A student may be suspended or expelled for additional days (beyond the ten cumulative school days) if the IEP team determines that the student’s conduct is <b><i>not</i></b> a manifestation of the student’s disability.</li> <li>• For students who are suspended or expelled for more than ten cumulative school days in a school year, educational services must be provided beginning on Day 11 of exclusion and each day of suspension or expulsion after that.</li> </ul> <p>The <b>IEP case manager</b> will be informed on the procedures for setting up home instruction to provide educational services beginning on Day 11.</p> <p>For more information, contact your Special Education Program Administrator OR *Special Education Compliance Office: Suzy Harris, <a href="mailto:sharris@pps.k12.or.us">sharris@pps.k12.or.us</a>, (503)916-2000, ext. 74214 Mary Pearson, <a href="mailto:mpearson@pps.k12.or.us">mpearson@pps.k12.or.us</a>, (503)916-3747</p>