

RED CLAY CONSOLIDATED SCHOOL DISTRICT

RECOMMENDATION FOR PROCESS TO DETERMINE APPROPRIATE DISCIPLINARY ACTION

| | | | | | |
|---|--|-----------------------|--|-----|----|
| School: | | Date: | | | |
| Student Name: | | Student I.D.#: | | | |
| Date of Birth: | | Race: | | | |
| Grade Level: | | Spec. Ed./504 Status: | | | |
| Parent(s)/Guardians(s): | | | | | |
| Address: | | | | | |
| Home Telephone #: | | Work #: | | | |
| Incident(s) Prompting Discipline Due Process Recommendation: | | | | | |
| State page number and Administrative Guideline(s) which have prompted recommendation: | | | | | |
| Police Report #: | | Copy Attached | | Yes | No |
| State Mandatory Student Conduct Report | | (HB85) Attach Copy | | Yes | No |

Principal

Date

District Office Administrator

Date

Superintendent

Date



RED CLAY CONSOLIDATED SCHOOL DISTRICT

PROCESS TO DETERMINE APPROPRIATE DISCIPLINARY ACTION *Student Attendance/Discipline Records*

| | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| Student Name | | Grade | |
| School | | Date: | |
| ATTENDANCE RECORD | | | |
| | 1 st Quarter (45 Days) | 2 nd Quarter (45 Days) | 3 rd Quarter (45 Days) |
| Total Days Absent | | | |
| Excused | | | |
| Unexcused | | | |
| Tardy | | | |
| DISCIPLINE RECORD | | | |
| Summary of Suspensions –Current School Year | | | |
| | Date | # of Days | Reason |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| Summary of Suspensions –Previous School Year | | | |
| | Date | # of Days | Reason |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

Principal _____

Date _____



RED CLAY CONSOLIDATED SCHOOL DISTRICT

PROCESS TO DETERMINE APPROPRIATE DISCIPLINARY ACTION *School Level Checklist*

| | | | |
|-----------------------|--|------------------------------|--|
| Today's Date | | Date of Incident | |
| Student Name | | Date of Suspension | |
| Investigator Name | | Duration of Suspension | |
| Investigator Position | | Date Investigation Conducted | |

| | |
|---|---|
| 1 | An investigation was conducted and written findings were prepared and signed by investigator. |
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|---|--|
| 2 | A one-page narrative is attached to these forms. |
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| 3 | Pertinent names, statements of witnesses, and all relevant data were collected by investigator. Obtain a written statement from witnesses and perpetrator |
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| 4 | School-Level conference was scheduled no later than five (5) school days after student was suspended. |
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| | | | | | | | | | |
|-----------------------------|--|-------|-----------------|------|--|--|--|--|-----------------|
| 5 | Parents and student notified of conference. | | | | | | | | |
| Notification provided by | | | | | | | | | |
| Date | | | | | | | | | |
| Time | | | | | | | | | |
| Location | | | | | | | | | |
| <i>Check all that apply</i> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Phone</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">Mail</td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">Other (List)</td> </tr> </table> | Phone | | Mail | | | | | Other (List) |
| Phone | | Mail | | | | | | | |
| | | | Other (List) | | | | | | |



RED CLAY CONSOLIDATED SCHOOL DISTRICT

| | | | | |
|--------------------------|---|--------------------------|---|--|
| 6 | Written notice of reason for process to Determine Appropriate Disciplinary Action recommendation which includes students right to receive witness statements. | | | |
| | | | | |
| Notification provided by | | Mailed On | | |
| <i>Check One</i> | Before School Level Conference | <input type="checkbox"/> | Provided at the School Level Conference | |

| | | | | |
|------------------|--|--------------------------|-------------------------|--------------------------|
| 7 | Parents and student were informed at conclusion of school-level conference that District-level Process to Determine Appropriate Disciplinary Action hearing (which could result in expulsion): | | | |
| <i>Check One</i> | Will be recommended | <input type="checkbox"/> | Will not be recommended | <input type="checkbox"/> |

| | | | | |
|---|---|--|--|--|
| 8 | Parents and student were informed of their right to appeal the decision of the school-level conference to the appropriate district administrator. | | | |
|---|---|--|--|--|

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|---|---|--|--|--|
| 9 | Parents and student were informed of the exclusion from school until the disposition of Process to Determine Appropriate Disciplinary Action. | | | |
|---|---|--|--|--|

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|----|---|--|--|--|
| 10 | Pertinent records and notes of the school-level conference were maintained, including a list of persons attending and reasons for their attendance. | | | |
|----|---|--|--|--|

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|----|---|--|--|--|
| 11 | Signatures and dates were recorded on all documents pertaining to the school-level hearing. | | | |
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|----------------|---|-----------------------------------|--|--|
| 12 | The recommendation for Process to Determine Appropriate Disciplinary Action was submitted to the appropriate District-Level administrator within two (2) business days following the date of the principal's conference or seven (7) business days of the incident, whichever was sooner. | | | |
| | | | | |
| Date submitted | | Date School-level Conference held | | |

I certify that all the procedures outlined above were completed with the timelines listed and/or as specified in the Student Code of Conduct.

Principal

Date



School Level Conference Agenda

| | | | |
|--|--|------|--|
| Student Name | | Date | |
| Special Education 504 Status | | | |
| Date of IEP/Manifestation Meeting <i>(Attach Minutes)</i> | | | |

| Agenda Items |
|---|
| <ul style="list-style-type: none"> Student Statement. Advisement of intent to recommend Discipline Due Process Hearing which could result in expulsion. Review of Discipline Due Process procedures. Review of Student’s rights under the Student Code of Conduct. Copies of Witness(es) and perpetrator’s statements. |

| Attendee’s <i>Please Print</i> | Relationship to Student <i>Please Print</i> | Signature |
|-----------------------------------|--|-----------|
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