Before suspending or expelling a student, building administration must complete this form.

Student Name: _____ Date of Alleged Offense: _____
Grade Level: _____ Location of Offense: _____

Description of Misconduct: _____
_____
_____

Before issuing any discipline, Section 1310d requires school officials to consider the following factors:

1. Did the student possess a firearm on school property or at a school event? **YES** ☐ **NO** ☐
   If YES, there is no need to complete the remainder of this form.
2. Student's DOB: _____ Age at time of alleged offense: _____
3. Does student have a disciplinary history? **YES** ☐ **NO** ☐
   a. If YES, attach printout or briefly describe relevant discipline: _____
   _____
   _____
   b. Is the current misconduct similar to past misconduct? **YES** ☐ **NO** ☐
4. Is the student a student with a disability? **YES** ☐ **NO** ☐
   a. Check YES if any of the following are true unless any of the circumstances in "b" are true:
      i. Student has IEP or 504 plan;
      ii. Student is currently being evaluated for IDEA or Section 504 eligibility;
      iii. Parent/guardian has expressed concern in writing to a supervisor, administrator, or teacher that the student needs special education and related services;
      iv. Parent/guardian has requested a special education evaluation; or
      v. Teacher or other personnel expressed specific concern directly to special education director or other supervisory personnel about student's pattern of behavior.
   b. Check NO if none of the above factors apply, or if the student was evaluated for IDEA or Section 504 eligibility but found ineligible, or if the school sought permission to evaluate and the parent/guardian declined, or if the parent/guardian revoked consent for or refused IDEA or Section 504 services.
5. Did the misconduct threaten the safety of any student or staff member? **YES** ☐ **NO** ☐
6. Will restorative practices be used to address the misconduct? **YES** ☐ **NO** ☐
   a. Restorative practices must be considered in addition to, or in lieu of, suspension or expulsion.
   b. If restorative practices will be used, briefly describe: _____
   _____
7. Is there an intervention other than suspension/expulsion that would address the misconduct?
   YES ☐ **NO** ☐
   a. If YES, will the lesser intervention be used? **YES** ☐ **NO** ☐
   b. If NO, why not? _____
   _____
   _____

I have considered the above factors, and the seriousness of the misconduct, and I have determined that the following discipline is appropriate: _____
_____
_____
_____
_____

Administrator Signature: _____ Date: _____

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