**Due Process Incident Report & Suspension Form**

**Date:**  July 13, 2017 **Your student’s discipline period will be for:** .

**Student Name** Click here to enter text. **Student NAD ID** Click here to enter text.

**Student Grade**  **Student’s Gender**    
  
**Parent Phone No.** Click here to enter text.

**Parent Notification**  **Offense No.:**

Policy: *The local school board shall retain responsibility for development of disciplinary policies and student codes of conduct including assurances that students are afforded fair due process procedures. Students and their parent/guardians are entitled to be informed of the regulations, which their behaviors are claimed to have violated. The due process is specific, clear, and gives a description of the alleged actions. The due process is followed up with the school administrator, and may lead to disciplinary action based on the school’s handbook.*

**Students Involved:** Click here to enter text.

**Date of Occurrence:** Click here to enter text.   
  
**Time of Day:** Click here to enter text.

**Adults Involved:** Refer to Positive Behavior Systems School Referral Form

**Witness(es) to Incident:** Click here to enter text.

**Description of Incident:** Refer to Positive Behavior Systems School Referral Form

**Action Taken by Teacher:** Refer to Positive Behavior Systems School Referral Form

* **Continued on following page**

**Your student has been given**  **for breaking the following school rule:**

Click here to enter text.

**Your student’s explanation for their behavior was as follows:**

Click here to enter text.

**Description of Due Process by Administrator:**

Click here to enter text.

**Action of Administration:**

Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_

**Student’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_   
Principal’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** \_\_\_\_\_\_\_\_   
**Parent/Guardian Signature**

**CC:** Student(s) file(s)  
 Classroom Teacher