**Due Process Incident Report**

**Date:** July 10, 2019

*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:**

**Time of Occurrence: Date:**   
  
**Time of Day:**

**Adults Involved:**

**Witness(es) to Incident:**

**Description of Incident:**

**Action Taken by Teacher:**

**Description of Due Process by Administrator:**

**Action of Administration:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** 7/10/19  **Principal’s Signature**

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