

# Excellence.Equity.Community. RecoverySchoolDistrict

## NOTICE OF DISCIPLINARY ACTION (Form 474)

School: \_\_\_\_\_ Date of Recommendation: \_\_\_\_\_  
Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Sex: M \_\_\_\_\_ F \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Infraction: \_\_\_\_\_  
IEP: Y \_\_\_\_\_ N \_\_\_\_\_ 504: Y \_\_\_\_\_ N \_\_\_\_\_ Infraction Type: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address \_\_\_\_\_

Dear Parent/Guardian:

The above named student has been recommended for the disciplinary action marked below:

\_\_\_\_\_ Suspension      \_\_\_\_\_ Hearing Office Conference      \_\_\_\_\_ Restorative Practices  
\_\_\_\_\_ Expulsion Recommendation      \_\_\_\_\_ Removal (SPED/504 Only)

Brief explanation for disciplinary action: \_\_\_\_\_

### RE-ADMIT CONFERENCE (Suspension Only)

Date/Time: \_\_\_\_\_ Circle One: In-person / Telephone

Parent/Adult designee to attend conference: \_\_\_\_\_

Note: All adult designees must be 21-years-old with proper ID.

\_\_\_\_\_  
Principal/Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### For School Administrative Use Only

Number of O.S.S. (including this suspension): \_\_\_\_\_ Total days of O.S.S.: \_\_\_\_\_ Number of I.S.S.: \_\_\_\_\_

Date of parental contact: \_\_\_\_\_ Date Form 474 was mailed if unable to reach parent: \_\_\_\_\_

Parent received a copy of Form #474 and Process for Appeal. Yes \_\_\_\_\_ No \_\_\_\_\_

Student was advised of infraction and basis for action. Yes \_\_\_\_\_ No \_\_\_\_\_

Student was given an opportunity to explain his/her version. Yes \_\_\_\_\_ No \_\_\_\_\_

Student received a copy of Form #474 Yes \_\_\_\_\_ No \_\_\_\_\_

Police Item Number: \_\_\_\_\_ School Security Report Included: Yes \_\_\_\_\_ No \_\_\_\_\_

Manifestation Determination Decision: Related \_\_\_\_\_ Not Related (Please explain below) \_\_\_\_\_