**Section 1310d Disciplinary Factors, MCL 380.1310d**

***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:\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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.*

1. Student’s DOB:\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_Age at time of alleged offense:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Does student have a disciplinary history? **YES  NO** 
   1. If YES, attach printout or briefly describe relevant discipline:\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Is the current misconduct similar to past misconduct? **YES**  **NO**

1. Is the student a student with a disability? **YES  NO** 
   1. Check YES if any of the following are true:
      1. Individualized Education Plan or 504 plan;
      2. Currently being evaluated for IDEA or Section 504 eligibility;
      3. Parent/guardian has expressed concern in writing to a supervisor, administrator, or teacher that the student needs special education and related services;
      4. Parent/guardian has requested a special education evaluation; or
      5. Teacher or other personnel expressed specific concern directly to special education or other supervisory personnel about student’s pattern of behavior.
   2. 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.
2. Did the misconduct threaten the safety of any student or staff member? **YES  NO**
3. Will restorative practices be used to address the misconduct? **YES  NO** 
   1. Restorative practices must be considered in addition to, or in lieu of, suspension or expulsion.
   2. If restorative practices will be used, briefly describe:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Is there an intervention other than suspension/expulsion that would address the misconduct? **YES  NO** 
   1. If YES, will the lesser intervention be used? **YES  NO**
   2. If NO, why not?     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I have considered the above factors, and the seriousness of the misconduct, and I have determined that the

following discipline is appropriate:\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Administrator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_