



MEMORANDUM

TO: Christian County Board of Education Board Members

FROM: Melanie A. Barrett, Director of Pupil Personnel

DATE: August 20, 2020

RE: Alternative Education Forms-Alternative Placement Appeals Process

Please review the Alternative Education Forms 09.4341 AP .21 (pages 11-13) regarding the Alternative Placement Appeals Process. The Christian County Board of Education is requested to review and acknowledge receipt of the Alternative Education Forms Updates.

STUDENTS

DRAFT 8/12/20

09.4341 AP.21

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Alternative Education Forms

ASSIGNMENT NOTIFICATION

| | | |
|-------------------------------|--------------------------|-------------------------|
| STUDENT _____ | AGE _____ | BIRTHDATE _____ |
| SCHOOL _____ | GRADE _____ | GENDER _____ RACE _____ |
| NAME OF PARENT/GUARDIAN _____ | | |
| EMAIL ADDRESS/HOME _____ | EMAIL ADDRESS/WORK _____ | |
| MAILING ADDRESS _____ | PHONE WORK _____ | HOME _____ |

Dear Parent/Guardian,

This letter serves as notification that your son/daughter has been assigned to the following:

☐ Christian County Alternative School ☐ Focus and Finish Program

The status of this assignment to an alternative setting is ☐ Involuntary ☐ Voluntary

Reason(s) for the assignment include:

Your child's Individual Learning Plan Addendum (ILPA) team looks forward to meeting with you to discuss development or amendment of the ILPA for your child, and other matters related to provision of alternative education program services. The meeting will take place on _____(DATE) at _____(TIME) at _____(LOCATION). If you are unable to attend, we will mail you written notification to explain the results of the meeting.

If you have questions, please contact me. Otherwise, please contact me to let me know if you will be attending this important meeting.

Sincerely,

Signature of School Personnel

Date

Contact's Telephone: _____ Contact's Email: _____

ADMINISTRATIVE NOTE: Using the form above, a letter will be sent to the parent/guardian using the appropriate language for the program the student is entering, regarding their child's assignment to the Christian County Alternative School or their acceptance to attend Focus and Finish Program. Changes in educational placement for students identified under the IDEA or Section 504 shall be implemented consistent with applicable legal requirements.

Alternative Education Forms**REFERRAL TO ALTERNATIVE EDUCATION PROGRAMS**☐ Christian County Alternative School ☐ Focus and Finish Program

Student Name _____ Grade _____

Home Address _____ City _____

State _____ Zip Code _____

Home/Cell Phone _____ DOB _____ Gender _____ Race _____

Parent/Guardian Name _____

Work Phone _____ Referring School _____

What is the reason for the referral to the Alternative School? ☐ Involuntary ☐ Voluntary

Description:

| Date Guidance Contacted | Date Attendance Contacted | Date Alternative Program Contacted | ILPA Meeting Date |
|-------------------------|---------------------------|------------------------------------|-------------------|
| | | | |

Please check the appropriate boxes:

| <input type="checkbox"/> Involuntary Placement | <input type="checkbox"/> Voluntary Placement |
|--|--|
| <input type="checkbox"/> Short Term <input type="checkbox"/> Long Term | <input type="checkbox"/> Short Term <input type="checkbox"/> Long Term |
| <input type="checkbox"/> Parent Conference | <input type="checkbox"/> Parent Conference |
| <input type="checkbox"/> Detention | <input type="checkbox"/> Needs Social/Personal Support |
| <input type="checkbox"/> Saturday School | <input type="checkbox"/> Truancy Issues |
| <input type="checkbox"/> ISS/ISP | <input type="checkbox"/> Risk of Academic Failure/Dropping Out of School |
| <input type="checkbox"/> Suspension | <input type="checkbox"/> Dropped Out of School/Requesting Return |
| <input type="checkbox"/> Alternative to Expulsion | <input type="checkbox"/> Other |

Beginning Date _____ Ending Date _____
 (These dates are subject to change depending on emergency days/weather-related days and/or due to extension due to non-compliance or ILPA team extension based on evidence.)

I understand that my student will be attending the above noted Christian County Alternative Education Program. I have had the opportunity to meet and discuss with Individual Learning Plan Addendum Team the reason(s) for the referral. I am also aware my student is required to abide by the Kentucky Compulsory Attendance Laws, KRS 150.010 and KRS 158.180, and other consequences under the Code of Acceptable Behavior and Discipline. If my student fails to comply with these, truancy charges may be filed against the parent/guardian and/or student, and student discipline may be administered for student discipline issues. The ILPA will be entered into the student information system.

| | |
|---------------------------------------|---------------|
| _____ Parent/Guardian Signature | _____ Date |
| _____ Student Signature | _____ Date |
| _____ Principal/Designee Signature | _____ Date |

Alternative Education Forms**VOLUNTARY/INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES-FOCUS AND FINISH PROGRAM**

The Focus and Finish Program is a voluntary/involuntary individualized learning environment with a mixture of on-line and textbook curriculum for students who need an alternative pathway for academic success. Enrollment in the Focus and Finish Program is voluntary/involuntary, and students enrolled in five (5) or more periods a day are required by law to have an Individual Learning Plan Addendum (ILPA). Students may be recommended by the guidance counselor and/or school administrator for consideration in the program.

ENROLLMENT CRITERIA

- Enrolled in or seeking enrollment in Christian County Public Schools (CCPS) and
- Behind significantly in credits based upon an expected four (4)-year high school cycle or
- Desires/Needs a smaller, personalized learning structure for academic success

HIGH SCHOOL STUDENTS

Students who are candidates for the Focus and Finish Program include the following:

- Seniors who are not on track to graduate during the fourth year of high school.
- Juniors in the second semester who are failing current courses and who are in jeopardy of not graduating on time.
- Students who have not met the number of credits required to progress to the next grade level.
- Students with extraordinary circumstances who have a desire or need to graduate early.
- Students who may need a smaller, individualized learning environment in order to demonstrate academic success.
- Students who have extraordinary circumstances or hardships; flexible scheduling may be considered on a case-by-case basis according to need.

APPLICATION PROCEDURES

1. Applications are available in each high school guidance office and on the District website on the Focus and Finish Program webpage under Academics Alternative Pathways. The student must complete the application including parent/guardian consent and return to the guidance counselor.
2. The student should return the completed application to the school guidance counselor. The counselor and school administrator will review the application and supporting documentation. If the consensus is Focus and Finish Program is a good placement for the student, then each sign the application and include any comments which will be helpful to the Focus and Finish Program staff.
3. Forward the completed application to the Focus and Finish Program staff.

Alternative Education Forms**VOLUNTARY/INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES-FOCUS AND FINISH
PROGRAM (CONTINUED)****APPLICATION PROCEDURES (CONTINUED)**

4. If the student is applying for five (5) or more (not including advisory) periods of the school day, he/she will also need to complete an application for Hardship Graduation and Individual Learning Plan Addendum (ILPA). Forward the completed applications to the Focus and Finish Program staff who will forward to the Director of Alternative Programs.

REFERRAL PROCEDURES

Focus and Finish Program is voluntary/invuntary. A school administrative team may identify students for placement who meet the criteria above. In this instance, the following procedure should be followed:

- The administrator/designee should complete the referral form and collect required supporting documents.
- The administrator/designee should send the referral form to the grade appropriate guidance counselor at Focus and Finish Program.
- The Focus and Finish Program grade appropriate guidance counselor will review the materials.
- If the parent/guardian is unavailable to attend the conference, the conference will be held to inform the student of the opportunities available.
- The application will be provided to the student at the conference in the event that the student chooses to seek admission.

PROCEDURE FOR TRANSITION TO TRADITIONAL PROGRAM

- Seniors have completed requirements and are back on track to graduate during their fourth year of high school.
- Juniors in their second semester have raised grades and are passing current courses which were jeopardizing their graduating on time.
- Students who had not met the number of credits required to progress to the next grade level have earned the required number of credits.

Alternative Education Forms**FOCUS AND FINISH PROGRAM VOLUNTARY/INVOLUNTARY APPLICATION**

Application Date: _____

Student Name: _____

School: _____

DOB: _____

Age: _____

Grade: _____

Parent/Guardian

Phone: _____

Name: _____

Cell: _____

Parent/Guardian Email Address: _____

Has student ever been retained or repeated a grade? _____ If yes, identify the grade and provide explanation _____

Student Signature _____

Parent Signature _____

A student applying to attend the Focus and Finish Program must write and submit an essay explaining the why he or she wants to attend the Focus and Finish Program. Return the essay to your guidance counselor with this application.

For School Use Only:

Principal/Counselor should write comments on the back of the application.

Referring (Home) School Counselor Signature: _____ Date: _____

Referring (Home) School Principal Signature: _____ Date: _____

If the application is for more than five (5) periods, the School Counselor sends the referral to the **Director of Alternative Programs**.

| | | |
|--------------------------------|-------------------------|------------------------|
| _____ Transcript | _____ Attendance Record | _____ Current Schedule |
| _____ Current Grade Report | _____ Discipline Record | _____ Student Essay |
| _____ Application for Hardship | | |
| _____ Graduation | | |

For Director of Alternative Programs' Use Only

Date Received: _____

Outcome of Conference: _____

Next Steps: _____

Director of Alternative Programs Signature: _____ Date: _____

Parent/Guardian/Student Notification of Admission Status: _____ Date: _____

Attendance Clause:If the student application requires a performance-based course, the application requires additional approval by the **Director of Pupil Personnel**.Performance-Based Option Approved: ☐ Yes ☐ No

Director of Pupil Personnel Signature: _____ Date: _____

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL**

The Christian County Alternative School has been developed to provide an educational opportunity for students who, for variety of reasons, have not been successful in their home school. The alternative school staff will work with the student and parent/guardian to modify and correct the behaviors and decision-making skills that brought about placement in the alternative setting. Through the process of group and individual counseling as well as interaction with the staff at the alternative school, it is our goal to transition the student successfully back to their home school.

DUE PROCESS

District Policy 09.431 shall be followed when students are being referred to the Alternative School.

In cases which involve students with disabilities, the procedures mandated by federal and state law shall be followed.

RULES AND REGULATIONS

The Christian County Alternative School program will be operated under the following regulations:

- Students enrolled in the Christian County Alternative School Program are expected to attend regularly and to comply strictly with the Code of Acceptable Behavior & Discipline.
- There will be additional rules and regulations that may be necessary for the proper management of an alternative classroom.
- Students are expected to demonstrate a level of academic performance in accordance with the state standards.
- Students are expected to demonstrate respect for and cooperation with alternative school teachers and staff.
- A student in the alternative school may not leave the school campus for other school functions unless approved by the alternative school Principal/designee.
- A student may be required to provide his/her own transportation to and from the alternative school if the student's behavioral offense was transportation related. If student requests to provide his/her own transportation to the Alternative School, it shall be approved by the Principal/designee.
- Length of stay at the alternative school shall be determined by the Code of Acceptable Behavior and Discipline.
- Students shall schedule a conference with the Principal/designee of the school the student will be attending prior to re-enrollment.

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL****ALTERNATIVE SCHOOL PLACEMENTS**

The decision to place a CCPS student at the alternative school will be at the discretion of the student's A1 school Principal/designee.

- A parent/guardian of the student will be contacted and required to meet with the A1 school Principal.
- Principal will notify the Alternative School Point of Contact (POC) of the Alternative School Referral.
- Alternative School POC will give the A1 Principal a tentative date (within one to two [1-2] school days) for the parent/guardian to enroll the student at the alternative school and participate in the Individual Learning Plan Addendum (ILPA) meeting.
- CCPS Alternative school and office referral paperwork will be completed and signed by required parties.
 - Parent will be notified of their rights to appeal due process.
- The student will be suspended and/or assigned to ISS pending the enrollment at the alternative school and released to their parent.

STUDENT PLACEMENT IN ALTERNATIVE SCHOOL

Alternative Education is defined by school Board Policy 09.4341 as a program that exists to meet the needs of students that cannot be addressed in a traditional classroom setting but through the assignment of students to alternative classroom, centers or campuses that are designed to remediate academic performance, improve behavior, or provide an enhanced learning experience. Alternative education programs do not include career or technical centers or departments.

Administrators will make efforts to address behavior needs of students who have committed offenses under the Code of Acceptable Behavior and Discipline including pre-alternative conferences so as to try to avoid later referral to the Alternative School.

PRE-ALTERNATIVE CONFERENCE AS DEFINED BY THE CODE OF ACCEPTABLE BEHAVIOR AND DISCIPLINE

- Parent/Guardian is contacted by the home school administrator or designee and an appointment is set to review the infractions.
- Prior interventions (PBIS) are reviewed with the parent/guardian and the student and is documented on the behavior referral form.
- Parent and student are informed of next steps if the same infractions continue.
- Step 7 of the Code of Acceptable Behavior and Discipline will be implemented following the conference with student and parent.

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL****DETERMINATION OF PLACEMENT IN ALTERNATIVE PROGRAM (ALTERNATIVE SCHOOL)**

- Decision for placing a student in the alternative setting will be made by the student's home school administration by following the Code of Acceptable Behavior and Discipline matrix.
- Code of Acceptable Behavior and Discipline - Step 8 infractions
 - For students under the age of 18, parent/guardian is contacted by home school administration and a meeting is set to inform regarding the alternative school placement.
 - For students over the age of 18, a meeting is set with the student to inform regarding the alternative school placement.
 - Parents and students are informed of their right to appeal the administration of due process during this meeting
 - Student will be suspended pending the enrollment to the alternative school and released to the custody of their parent (under age 18) or released under their own recognizance (over age 18).

PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (ALTERNATIVE SCHOOL)

- School administration notifies the Alternative School Point of Contact (POC).
- All necessary documentation shall be completed by the sending school and submitted to the Alternative Program following the Determination of Placement meeting.

PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (ALTERNATIVE SCHOOL) (CONTINUED)

- The Alternative School POC determines enrollment date of student which should occur within 48 hours of receiving the appropriate documentation.
- During that 48-hour period, the Alternative POC will schedule an ILPA meeting with home school administrator/designee, student, and/or parent/Guardian.
- The meeting will address the following program completion requirements:
 - Academic Plan
 - Students must have a passing average
 - Must have demonstrated appropriate academic growth
 - Behavior expectations
 - Completion of therapy or other intervention program related to disciplinary infraction
 - Attendance
 - Students must complete number of days assigned to Alternative School before returning to the A1 school.
 - Completion of the alternative program assignment

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL****PROCEDURAL PLACEMENT IN ALTERNATIVE PROGRAM (ALTERNATIVE SCHOOL) (CONTINUED)**

- Anticipated return date
- Hardship Graduation Application for Seniors
- Students assigned for Alternative Programs due to behavioral infractions are prohibited from participating in or attending of any school system functions.
- Participation in career pathway options
- Students who fail to meet the program completion requirements may have their length of stay continued until program requirements have been completed.
- Length of Placement
 - The length of student placements will be determined by:
 - Board of Education recommendation
 - As indicated by the Code of Acceptable Behavior and Discipline
 - Length of placements may be determined by the Code of Acceptable Behavior and Discipline
 - Student transitions from the Alternative School will occur during the transition window.

ILPA REVIEW FOR TRANSITIONING PROGRAMS

When a student is ready to transition from an alternative placement, a review of ILPA goals and objectives will be completed.

- The review will be completed with student, parent/guardian, home school administrator, Alternative POC, and any other mental health or judicial official as needed.
- A transition support plan will be developed to support the student as they transition back to a regular school setting.
- If it is determined that the student is struggling with the transition back to the home school, the support plan will be revised.
- In the event that a student is transferred between alternative programs, it will be necessary for the student to complete the remaining days of the alternative program assignment.

Alternative Education Forms**INVOLUNTARY ALTERNATIVE PLACEMENT PROCEDURES
CHRISTIAN COUNTY ALTERNATIVE SCHOOL (CONTINUED)****HARDSHIP GRADUATION**

- Students who complete graduation requirements during the alternative placement will be excused from the remainder of days left in the placement.
 - A school committee will determine participation in the following:
 - Graduation Activities (Commencement, Baccalaureate, Project Graduation, etc.)
 - Athletics
 - Prom, Homecoming, etc.
 - Hardship graduates will have the same rights to attend events as the general public.

PLACEMENT OF SPECIAL EDUCATION STUDENTS

- In the event that a special education student commits a Step 8 infraction or reaches Step 8 with repeat offenses, the Principal will:
 - Contact and consult the District SPED Director
 - Schedule an ARC meeting
 - For qualifying offenses, Principals must collaborate with the Director of Special Education to use an Interim Alternative Education Setting (IAES) placement.
 - If an ARC determines the behavior not be a manifestation, the Principal will proceed with the same process detailed in the procedural placement section.

EXCEPTION TO POLICY PLACEMENT

Circumstances requiring an Exception to Policy Placement may include:

- An Exception to Policy placement may be indicated if behavior referrals involving a student have not reached a Step 8 in the Code of Acceptable Behavior and Discipline matrix, but the severity or circumstances around the incident warrant an exception and placement.
- Any Exception to Policy placement must be documented and provide justification for placement on the behavior referral form and sent to the Department of Pupil Personnel for review.

Alternative Education Forms**ALTERNATIVE SCHOOL APPEAL PROCEDURES FOR INVOLUNTARY PLACEMENT**

1. A parent/guardian (or adult student) may appeal in writing (preferably using the Alternative Education Form in 09.4341 AP.21) a referral to an alternative placement for disciplinary reasons to the District Discipline Committee ("DDC") by delivering the written appeal to the Director of Pupil Personnel ("DPP") and/or the Director of Alternative Programs ("DAP") setting forth grounds for the appeal. There shall be no appeal rights for a referral made by the Superintendent or designee of the Superintendent or by the Board.
2. The parent/guardian/adult student shall have one (1) school day from the date of the referral to file a written appeal (preferably using the Alternative Education Form in 09.4341 AP.21) with the DPP and/or the DAP (via email or hand-delivery) at the Central Office (200 Glass Avenue, Hopkinsville, Kentucky).
3. The written appeal shall identify the referral being appealed, the date of the referral, and the basis of the appeal with any documentation or other items the parent/guardian/adult believes is relevant to the appeal.
4. When the written appeal is received by the DAP and/or DPP, a copy of the written appeal will be delivered within one (1) school day to the referring administrator, to the Director of Special Education (if the student has an IEP or a Section 504 Plan), and to the Superintendent.
5. Within one (1) school day of receiving a copy of the written appeal from DPP or DAP, the referring administrator may, but is not required to, provide an explanation and supporting materials to the DPP and/or DAP. The written appeal and the explanation and supporting materials from the referring administrator shall constitute the record on appeal.
6. The DPP and/or DAP shall promptly submit the record on appeal to the DDC.
7. Within three (3) school days of receiving the record on appeal, the DDC shall convene to consider the appeal by reviewing the record on appeal and such other records the DDC considers relevant to the appeal.
8. If the DDC determines the appeal should be denied, the DDC will issue a written statement (preferably using the Alternative Education Form in 09.4341 AP.21) denying the appeal. The DDC will transmit the written determination denying the appeal to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery.

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Alternative Education Forms**ALTERNATIVE SCHOOL APPEAL PROCEDURES FOR INVOLUNTARY PLACEMENT (CONTINUED)**

10. If the DDC determines the appeal should be granted, the DDC will issue a written determination (preferably using the Alternative Education Form in 09.4341 AP.21) granting the appeal and briefly summarizing the reasons for granting the appeal. If the DDC grants the appeal, the DDC may (1) reverse the referral and return the student to the school building from which he was referred; or (2) remand the referral back to the referring administrator for further action consistent with the decision of the DDC. The DDC will transmit the written determination granting the appeal to parent/guardian or adult student and the referring administrator by regular mail, certified mail, email, or hand-delivery.

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11. The decision of the DDC shall be final and may not be appealed.

The Alternative Appeals Committee may include, but not limited to, the following:

- Superintendent/Designee
- Assistant Superintendent
- Director of Pupil Personnel
- Director of Alternative Programs
- Director of Special Education/Designee
- Principal
- Assistant Principal
- Guidance Counselor
- Teacher
- Mental Health Professional

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The Alternative School Appeals Committee must include a minimum of three (3) members.

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STEP ONE

~~Appeal of involuntary placement to the Alternative School may be made to the school administrator who recommended the Alternative School placement. Deliver or mail the appeal letter to the school within three (3) school days after the first (1st) day of the referral.~~

STEP TWO

~~If the appeal is denied by the Principal, appeal may be made in writing to the Superintendent/designee. The appeal must be mailed or delivered within three (3) school days of the day the response is received from the building Principal. Step Two is the final step in the Alternative School Placement appeal process.~~

~~A student may be placed in ISS prior to being sent to the Alternative School. The days in ISS DO NOT count towards his/her assigned days at the Alternative School. If a student appeals the referral to the Alternative School to the building Principal, he/she may stay in ISS until the building Principal has made a decision. A student has three (3) days to appeal a referral to the Alternative School. A student who is sent to the Christian County Alternative School for possession of drugs may be required to attend drug counseling sessions paid for by the school District. A student cannot return to his/her regular school until counseling has been completed and proof has been shown to the Christian County Alternative School Site Facilitator.~~

STUDENTS

09.4341 AP.21
(CONTINUED)

Alternative Education Forms
INVOLUNTARY PLACEMENT APPEAL

Student Name _____ Date _____

Home Address _____ Phone _____

School _____ Grade Level _____

DISTRICT DISCIPLINE COMMITTEE ~~STEP ONE — APPEAL TO PRINCIPAL:~~

Identify the reason you are appealing involuntary Alternative School placement (Use additional sheet if necessary.)

Student's Signature _____ Date _____

Parent/Guardian's Signature _____ Date _____

DISTRICT DISCIPLINE COMMITTEE RESPONSE (USE ADDITIONAL SHEET IF NECESSARY.)

☐ Appeal Approved

☐ Appeal Denied

Principal's Signature _____ Date _____

Step Two — Appeal to Superintendent/Designee:

Name: _____

Date appeal received at this level: _____

response (use additional sheet if necessary.)

☒ Appeal Approved

☒ Appeal Denied

District Discipline Committee Member _____ Superintendent/Designee Signature _____ Date _____

District Discipline Committee Member _____ Date _____

District Discipline Committee Member _____ Date _____

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