

## **Preparing a Packet for Disciplinary Hearing**

- **Notify Grade Level Director of Possible Need for a Disciplinary Hearing within 1 day of the incident.**
- **If the School Incident Involves an ESE or 504 student, prepare two packets. Send one to the Grade Level Director and one to the ESE Behavior Intervention and Support Coordinator.**
- **The packet should be prepared and delivered to the Director's office within 2 days of the incident. Please request more time from your Director if 2 days isn't enough.**

1. Letter to the Superintendent requesting the hearing on school letterhead.
2. Copy of letter to the parent notifying them a hearing is being requested on school letterhead.
3. A written narrative of the incident on school letterhead:
  - a. Narratives must be student specific. Do not refer to students other than the offender by name. Refer to other students by "Student A", etc.
4. A Copy of the Suspension Form.
5. A copy of each of the witness/victim/offender statement (written by the student, dated and signed).
6. Screen prints of the following screens:
  - a. 1A Student Demographics
  - b. 1D Grades (if incident occurs during the first nine weeks, send a copy of the previous year's grades)
  - c. 1E School Year Summary
  - d. DA Student Discipline
  - e. AG Student Attendance Summary
  - f. ED ESE Program
  - g. HA Health Data (504 Plan)
7. Any pictures taken of evidence.
8. Copy of completed Code of Conduct Test.

Parent Letter

School Letterhead

Date

Parent Name

Address

City, State, Zip

Re: Student Name

Dear Mr. and Mrs. (Parent Name),

After a thorough investigation, it was determined that on Date, Student's Name was **found in possession of, distributed, involved in, etc.** This is a violation of Santa Rosa County District School Board Policy as outlined in the Student Code of Conduct.

After reviewing the information regarding the incident, I am informing you that I am recommending **Student's Name** for **alternative placement/expulsion** for a period of one calendar year.

In accordance with the policies and procedures of the Santa Rosa County Code of Student Conduct, a disciplinary hearing will be conducted to determine if adequate cause is present for this alternative placement. In the near future, Mr. **Director's Name, Director of Middle/High School Education**, will contact you with the specifics of this hearing. You may contact him at **983-5060/5055**.

Sincerely,

**Principal Name**

Principal

Superintendent's Letter  
School Letterhead

Date

Mr. Tim Wyrosdick, Superintendent  
Santa Rosa County School District  
5086 Canal Street  
Milton, FL 32570

Re: Student Name

Dear Mr. Wyrosdick:

After a thorough investigation, it was determined that on **Date, Student's Name** was **found in possession of, distributed, involved in, etc.** This is a violation of Santa Rosa County District School Board Policy as outlined in the Student Code of Conduct.

After reviewing the information regarding the incident, I am informing you that I am recommending **Student's Name** for **alternative placement/expulsion** for a period of one calendar year.

As records indicate, **Mr./Mrs. AP, Dean, etc.** and I met with **Student Name** and conducted a due process hearing. We also met with **his/her** parents **Mrs. Mother and Mr. Father**, to explain the results of the investigation and the policies of the Santa Rosa County School Board.

In accordance with the policies and procedures of the Santa Rosa County Student Code of Conduct and the **Your School** Student Handbook, I am recommending alternative placement of **Student Name**, for a period of one (1) calendar year.

Sincerely,

**Principal Name**

Principal

Narrative

School Letterhead

**Incident Narrative – Student Name, Date**

**On Day, Date, at Time., specific, detailed account of the incident that led to the recommendation for alternative placement. Remember, do not refer to students other than the offender by name. Refer to all other students as Student A, Student B, etc.**

As records indicate, **Mr./Mrs. AP, Dean, Principal** conducted a due process hearing with **Student Name. Name(s) of staff member(s)** were present.

**Mr./Mrs. AP, Principal** met with **Student's Parent/Guardian**, in the **Dean's/AP/Principal's** office and explained the results of the investigation and the policies of the Santa Rosa County School Board.

In accordance with the Santa Rosa Code of Student Conduct and the **School Name** Student Handbook, I am requesting that **Student Name** be considered for alternative placement for a period of one (1) calendar year.

Sincerely,

**Principal Name**  
Principal