

# SAMPLE FORM

---

# Student Discipline



**Michigan Association of  
Secondary School Principals**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**1. Narrative of Incident:**

**2. Section(s) of Student Code of Conduct Violated (include any state or federal laws violated):**

**3. Does the incident involve the student possessing a firearm in a weapon-free school zone?**

No (Continue to question 4.)     Yes (Skip question 4 and proceed directly to question 5.)

**4. Do any of the following factors serve to mitigate or enhance the severity of the violation in this instance? Please explain.**

Yes   No   N/A    The pupil's age.

Yes   No   N/A    The pupil's disciplinary history.

Yes   No   N/A    Whether the pupil is a student with a disability.

Yes   No   N/A    The seriousness of the violation or behavior committed by the pupil.

Yes   No   N/A    Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.

Yes   No   N/A    Whether restorative practices will be used to address the violation or behavior committed by the pupil.

Yes   No   N/A    Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

**WEAPON-RELATED OFFENSE**

**5. Does the weapon in question qualify as one of the following, which Michigan law defines as a "dangerous weapon?"**

A firearm *(federal law defines a firearm as "(A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device.")*

A dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device (i.e. switchblade), iron bar or brass knuckles. *(attach a photograph of weapon with a ruler to illustrate length of the knife blade)*

**Establish the facts about possession and intent. In particular, the district will need to determine the following:**

- Whether the object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
- Whether the weapon was not knowingly possessed by the pupil.
- Whether the pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- Whether the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.
- Whether the pupil has a history of suspension or expulsion.

**Discipline:**

Detention             In-school suspension: \_\_\_\_\_ days             Out-of-school suspension: \_\_\_\_\_ days  
 Recommendation for expulsion             Recommendation for mandatory expulsion             Other, please explain below:

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