

Discipline Action Review Form (DARF) Directions

Demographics Section: The **Date Suspension Determined** is the date the administrator has completed the investigation and is notifying the student and parents of the suspension.

Section 1:

- If the student meets the first criteria (disability-based IEP), you only need to check that box. The primary exceptionalities of Gifted or Exceptional Gifted do not apply. If the student only has a disability under Section 504 do not use this form.
- If the student is in the multi-disciplinary evaluation process, a Multi-disciplinary Evaluation Team (MDET) may function in place of the IEP Team in the event of a change of placement.
- If any of the last three criteria apply, the Student Assistance Team (SAT) will function in place of the IEP Team in the event of a change of placement.

Section 2:

*Cumulative days include all out-of-school suspensions, expulsions, and interim alternative education placements for that school year, prior to this behavior action.

Disciplinary removal (intervention) is a range of the date(s) of the suspension. Example May 5 – 8, 2025.

Mark “yes” or “no” for the two questions and all three criteria.

- Similarity of behaviors – Is the student’s behavior **substantially similar** to the student’s behavior **in previous incidents that resulted in the series of removals?**
- Length and proximity – The closer to each other the suspensions occur the more likely a disciplinary change of placement has occurred. Examples:
 - a) Multiple 10-day suspensions would likely be considered a yes response as would multiple 1-day suspensions. Escalating suspensions of 1-3-5-10 days could still be considered to meet this requirement.
 - b) Varying suspension lengths would be less likely to be considered a change of placement.
 - c) Three suspensions in a month would likely be considered a yes response.
 - d) Three suspensions occurring in September, December and April would likely be considered a no response.

If same day notification is required, mark all three boxes and send the Prior Written Notice (PWN), Letter of Suspension, and a copy of the Procedural Safeguard Brochure. An internet link/URL, QR code, or statement that the brochure was previously sent home is not sufficient. If e-mailing the brochure, the letter and PWN are to be included as attachments. If using e-mail, the LEA needs to have prior permission to send information by e-mail. Mailing the documents through the US Postal Service does not meet the same-day notification requirement. Parents are invited to school for Level 3 and 4 violations which allow for hand-delivery. If parents do not attend, a copy of the documents could be sent home with the student to satisfy hand-delivery requirements, if a parent phone call attempt is also made and the LEA mails a second set of documents to the parent(s).

The targeted IEP could occur at the same time as the meeting on the day suspension has been determined if the parent(s) waive their notice rights and are available by phone, virtually, or in-person.

Section 3:

This section must be completed for all students in consultation with one of the teachers to document services that must be provided starting on the 11th day or a half-day after the 10th day has been reached.

***NOTE** – A disciplinary removal or suspension from the bus counts as a day of suspension when the student has related transportation services even if the student still attends school that day. This is based on the student being removed from the special education related service. A suspension from a regular bus is not counted toward the ten-day suspension even if the student does not attend school.