



# Discipline Advisory Council (DAC) Hearing Preparation Checklist

(Revised 6/14/2024)

**Directions:** This checklist should be used by the school administrator and central office representative to ensure the compliance of the DAC Hearing procedures. *Should the Central Office Representative determine the school is not in compliance and/or prepared for the hearing, he or she may cancel the DAC hearing.* The checklist provides a guide for schools in preparation of the DAC Hearing. There are four (4) parts to the checklist with important considerations in determining the need to hold a DAC Hearing. It is very important that schools review the "important considerations" prior scheduling a DAC Hearing at SSSD.

The school administrator and central office representative are required to initial each item for each part to ensure compliance. The central office representative is required to be at the DAC Hearing 30 minutes prior to the convening of the hearing to review the checklist and ensure the school is prepared for the hearing.

The checklist should be included in the DAC folders of the Chairperson and Central Office Representative.

**SCHOOL NAME:** \_\_\_\_\_ **DAC HEARING DATE:** \_\_\_\_\_

## Important considerations when determining the need to hold a DAC Hearing:

1. A DAC must be convened when a school's administration wants to: 1) suspend for more than 10 days; or 2) expel a student.
2. Ensure the offense is a Level III Offense with an asterisk (\*) on the Office Discipline Referral (ODR). If the Level III Offense does not have an asterisk (\*), please ensure the student had two (2) prior Level III Offenses, progressive discipline as prescribed on the Office Discipline Referral Form (ODR), within the school year. Ensure a manifestation determination is completed for Special Education/Section 504 students prior to DAC. If these criteria are not met, Student Support Services Division will not schedule the DAC or the DAC will be cancelled by the Central Office Representative.
3. Ensure that if recommendation is for Expulsion, the DSESCL and/or the Superintendent has provided formal approval prior to scheduling DAC.
4. A Functional Behavioral Assessment was conducted and Behavior Intervention Plan (BIP) implemented if your child was suspended 3 or more times and the most recent offense took place at least two more months from the offense the DAC Hearing is being held. Written recommendations for the BIP should have been forwarded to the school's administration prior to convening the DAC.
5. A DAC **does not** need to be convened if a school is **not** recommending additional days of suspension. Instead, recommend that the school convene a Child Study Team (CST) Meeting.
6. Any cancellation/rescheduling of a DAC must be submitted in writing to Student Support Services Division as soon as possible, but not later than three (3) working days stating the reason for such cancellation/rescheduling unless such cancellation was done by the Central Office Representative in accordance with procedures.
7. All DAC meetings must be held in person. No telephonic or video conferencing may be conducted without prior written consent from the Superintendent. **Exception:** There may be times when parent/guardian avoid being properly noticed or other situations that make it extremely difficult for the school to properly notice parent/guardian. In such situations, the DAC can convene without the parent/guardian provided that the school can document three (3) attempts to notify parent/guardian.

**PART A:** The following items should be completed by the School Administrator PRIOR TO THE DAY OF THE DAC HEARING. (The Central Office Representative will be responsible to verify and initial at least 30 minutes before the start of the DAC Hearing.)

Admin Initial	Central Office Rep.	
_____	_____	1. If the student is receiving SPED services or Section 504 accommodations, a DAC can be scheduled provided that a <i>Manifestation</i> is first conducted to determine behavior was not a result of a disability a copy of which must be included in the DAC Chair's Folder.
_____	_____	2. Ensure the school properly completed and issued a <i>Notice of Disciplinary Advisory Council Hearing</i> form to the parent/guardian within the required 48 hours before the hearing in accordance with the SCPM.
_____	_____	3. Ensure the violation and recommended disciplinary action the school is seeking is the same on the <i>Notice of Disciplinary Advisory Council Hearing</i> and the <i>DAC Findings and Decision Form</i> in the DAC Chair's folder.
		4. Ensure the parent/guardian signs the <i>Notice of Disciplinary Advisory Council Hearing</i> and you have a copy. If parent/guardian refuses to sign the notice,

**PART A:** The following items should be completed by the School Administrator PRIOR TO THE DAY OF THE DAC HEARING. (The Central Office Representative will be responsible to verify and initial at least 30 minutes before the start of the DAC Hearing.)

_____	_____	document such refusal and attach to notice. If parent/guardian is notified telephonically, document such notification and ensure all information is adequately explained, especially their rights. This is usually best accomplished by reading the notice to the parent/guardian in its entirety.
_____	_____	5. <b>The school must inform and explain thoroughly to the parent/guardian that they may call a witness.</b> However, the parent/guardian has the responsibility to inform the school of their intent to have witnesses provided they inform the school within twenty four (24) hours or by the end of the school day after receiving the Notice of Disciplinary Advisory Council Hearing. After receiving proper notification by the parent/guardian, the school must make arrangements for the witnesses to be called during the hearing and to obtain parent consent. The Central Office Representative may reschedule the hearing if proper procedures were not followed.
_____	_____	6. If the student is an English Language Learner (ELL), the school must verify in advance whether the student and/or parent/guardian need an interpreter to attend the hearing. If an interpreter is needed, the school must make arrangements to provide one. Schools are suggested to utilize their assigned SPCE and ELL Coordinator to assist in providing an interpreter.

**PART B:** The following items should be completed by the School Administrator with the Central Office Representative ON THE DAY OF THE DAC HEARING.

Admin Initial	Central Office Rep.	
_____	_____	1. Ensure the <i>DAC Packet Coversheet for Central Office Representative</i> (attached to the checklist) is printed for the central office representative.
_____	_____	2. <b>Ensure the DAC Council members are present to start the DAC on time.</b> Choose members who have no direct involvement with the student. A high school DAC consists of two (2) students, two (2) teachers, a central office representative and a school administrator. A middle school DAC consists of two (2) teachers, a central office representative and a school administrator. (All voting DAC members should have no direct involvement with the student.)
_____	_____	3. Be prepared to call on witnesses (student and school personnel etc.) if requested by DAC Council. (This usually involves school staff that was involved in the discipline referral or someone who may have witnessed the incident that resulted in the discipline referral.)
_____	_____	4. Parental consent for student representative must be secured from the parent of the student for which the DAC is being convened, as well as from the parent/guardian of the student representative.
_____	_____	5. Non-Disclosure Statement signed by all members of the DAC Council.
_____	_____	6. The school holding the DAC must ensure the DAC Hearing is ready to be convened and allowed a 30 minute grace period after the scheduled time. Should the school not be prepared to convene, the Central Office Representative may cancel the hearing.
_____	_____	7. A Functional Behavioral Assessment was conducted and Behavior Intervention Plan (BIP) implemented if your child was suspended 3 or more times and the most recent offense took place at least two more months from the offense the DAC Hearing is being held. Written recommendations for the BIP should have been forwarded to the school's administration prior to convening the DAC.

**PART C:** The REQUIRED DAC Folders must be prepared by the School Administrator on/before the DAC hearing; but verified by the Central Office Representative at least 30 minutes prior the start of the DAC Hearing.

During a DAC Hearing, all members must have a folder with the required documents. Some members may have additional documents based on their role in the DAC Hearing. The Central Office Representative must ensure all members have a folder with the required documents. Below is a matrix that reflects the required forms (marked with an "x") for each member:

Admin Initial	Central Office Rep.	DAC Required Form/Document	Chair-person	Central Office Rep.	Parent	Teacher Rep.	Student Rep.
		ODR that resulted in the DAC Hearing (Copy)	X	X	X	X	X
		Statements by student/s and/or school personnel that are relevant to the incident (Copy)	X	X	X	X	X
		DAC Council Format	X	X	X	X	X
		DAC Non-Disclosure Statements+	X	X	X	X	X
		DAC Hearing Preparation^ Checklist (w/cover sheet) – Signed by School Administrator & Central Office Rep.	X	X	-	-	-
		Notice of DAC Hearing^ – Signed by Parent	X	-	X	-	-
		Consent for Persons to Attend DAC Hearing^ – Signed	X	-	-	-	-
		Parent/Guardian Permission for Student Representative to Participate in the DAC Hearing^ -Signed	X	-	-	-	-
		DAC Finding and Decision Form^	X	-	-	-	-
		FBA and BIP^ (As determined)	X	-	X	-	-
		SPED/504 Manifestation^ (Completed)	X	-	X	-	-
		Student Demographics^	X	-	-	-	-
		Historical Records^ – discipline, attendance, academic of student. These records may go beyond the current school year.	X	-	-	-	-
		Parent Appeal Form (Blank)	X	-	X	-	-

**NOTES:**

1. (^) The Central Office Representative must ensure all forms with the carrot symbol are in the DAC Hearing Chairperson's folder.
2. (+) Once non-disclosure statements are signed, all members must provide to Central Office Representative to file in his/her folder.

**PART D:** The following items should be completed by the School Administrator with the Central Office Representative at the CONCLUSION OF THE DAC HEARING.

Admin Initial	Central Office Rep.	
_____	_____	1. Ensure DAC Findings and Decision Form is signed by all voting members
_____	_____	2. <b>Ensure all DAC documents from the Chairpersons folder is provided to Central Office Representative for submission to Student Support Services Division.</b>
_____	_____	3. Ensure the school provides parent/guardian with a copy of the DAC Findings Form.
_____	_____	4. The School Administrator <b>must update</b> the ODR in PowerSchool after the DAC Disposition to reflect the outcome of the DAC Hearing ensuring proper coding: 10 = Expulsion; 22 = DAC/Refer to another agency; 25 = DAC if not used initially when action entered into PowerSchool; 26 = DAC/Additional suspension days.

School Administrator Name (Print): \_\_\_\_\_/Signature \_\_\_\_\_

Central Office Representative (Print): \_\_\_\_\_/Signature \_\_\_\_\_

Print Student Name (for which DAC Hearing was held): \_\_\_\_\_/Date of Hearing: \_\_\_\_\_