*Board of Education*

**Dave Chivers**, President● **Tawnya McKee**, Vice President

**Todd Massey,** Member● **Denise Maynard**, Member● **Robin McClellan,** Member

Notice of Disruptive Student Behavior

(Date)

(Parent/Guardian)

(Address)

(City, State Zip)

Dear (Parent/Guardian):

It has come to our attention that (Student Name) has engaged in disruptive student behavior resulting in administrative action as described below. A local school board, school district, governing board of a charter school, or charter school may impose administrative penalties in accordance with Section [53A-11-911](https://le.utah.gov/xcode/Title53A/Chapter11/53A-11-S911.html?v=C53A-11-S911_2017050920170801) on a school-age minor who violates this part.

**53A-11-910 Disruptive student behavior**

(3)(a) A local school board or governing board of a charter school shall:

(i) authorize a school administrator or a designee of a school administrator to issue notices of disruptive student behavior to qualifying minors; and

(ii) establish a procedure for a qualifying minor, or a qualifying minor’s parent, to contest a notice of disruptive student behavior.

(b) A school representative shall provide to a parent of a school-age minor, a list of resources available to assist the parent in resolving the school-age minor’s disruptive student behavior problem.

(c) A local school board or governing board of a charter school shall establish procedures for a school counselor or other designated school representative to work with a qualifying minor who engages in disruptive student behavior in order to attempt to resolve the minor’s disruptive student behavior problems.

(4) The notice of disruptive student behavior described in Subsection (3)(a):

(a) shall be issued to a qualifying minor who:

( i) engages in disruptive student behavior, that does not result in suspension or expulsion, three times during the school year; or

(ii) engages in disruptive student behavior, that results in suspension or expulsion, once during the

school year;

(b) shall require that the qualifying minor and a parent of the qualifying minor:

(i) meet with school authorities to discuss the qualifying minor’s disruptive student behavior; and

(ii) cooperate with the local school board or governing board of a charter school in correcting the school-age minor’s disruptive student behavior; and

(c) shall be mailed by certified mail to, or served on, a parent of the qualifying minor.

Please contact the school administrator within the next five days to discuss this pattern disruptive behavior. To contest this notice please refer to district policy 007.0900 Due Process for Students.

Sincerely,

(Principal Name)