

EXPULSION CHECKLIST

Student's name: _____ School: _____

- ☐ Date of incident: _____
- ☐ Principal investigated incident and suspended student with recommendation for expulsion.

Suspension start date: _____

- ☐ Principal scheduled parent conference within three days of suspension.
- ☐ Check student's classification.
- For disabled, contact the special education department to arrange a committee to decide if the incident was related to the student's disability. This contact must be made prior to the expulsion hearing.

Special education conference date: _____ Committee recommendation: _____

- Expulsion process must be completed on disabled students within **10 school days** of the first day of suspension.

Last date that hearing could be scheduled: _____

- Expulsion process must be completed on all students classified as regular within **15 school days** of the first day of suspension.

Last date that hearing could be scheduled: _____

- ☐ Notify student management of possible expulsion request. Expulsion notification date: _____
- ☐ Notify student management if criminal charges are to be filed. Yes _____ No _____
- ☐ Expulsion recommendation. End of school year _____ Permanent _____ Other _____
- ☐ Deliver the following information to the office of student management.

- expulsion recommendation letter stating the specific behavior code violations and/or criminal activities
- documentation of the incident, signed and dated
- summary letter of expulsion conference with student's parent(s)/legal guardian(s)
- student's attendance records
- student's discipline records
- student's personal data
- student's grade reports

- ☐ Arrange list of witnesses required to attend hearing.

Student management will do the following.

- ☐ Schedule date and time of expulsion hearing.

Hearing date: _____ Hearing time: _____

- ☐ Serve expulsion papers to parent/legal guardian. Date delivered: _____

- ☐ Hearing officer has 10 days from the date of expulsion hearing to notify the student of his/her decision.

Last day to notify: _____

All expulsion appeals will be reviewed by the board at their next scheduled meeting. All appeals must be made to the superintendent within 10 days of the expulsion decision.