

Emergency Expulsion Checklist

- ___1. Determine whether the student's presence poses: a) an immediate and continuing danger to the student, other student(s) or school personnel, or b) an immediate and continuing threat of substantial disruption of the educational process.
- ___2. Make reasonable attempts to notify student and parent/ guardian by telephone or in person as soon as reasonably possible.
- ___3. Deliver written notice to student and to parent within twenty-four (24) hours of emergency expulsion. Use form in Attachment 8. If hand delivered, have parent/ guardian acknowledge receipt by obtaining signature.
- ___4. Send copy of the written notice to superintendent within twenty-four (24) hours.
- ___5. Notify district office immediately if hearing requested within ten (10) school days.

Note: hearing scheduled to start within three (3) days of request.

- ___6. Make available for inspection in the principal's office, in advance of the hearing, documentary or other physical evidence which the district intends to introduce at the hearing.
- ___7. Inspect, in advance of the hearing, documentary or other physical evidence which the student intends to introduce at the hearing.
- ___8. Expulsion continues until rescinded by principal or written application for readmittance is approved by superintendent/ designee.
- ___9. Principal may rescind expulsion when:
 - a. Danger ceases, or
 - b. Other discipline, suspension, or nonemergency expulsion imposed.