

PREPARING EXPULSION PACKETS CHECKOFF LIST

Packet is due to 3-5 days from the date of the Principal's Conference

Call Ext. 4056 prior to the 5th day of suspension.

Student's Legal Name _____

Signature of Person Preparing Packet

Language Spoken in Home _____

Date Submitted _____

Read text in the Administrator's Guide, Procedures for Students Pending Expulsion, prior to completing packet. **Please FAX item numbers 2, 6, 9a, 15a, 15c, 16a, & 16b to Student Services immediately, at 825-2970.** All items listed below **must be included in the packet** and submitted in the following order:

- 1. Completed, dated, and signed checkoff list
- 2.* **Principal's letter recommending expulsion**
- 3. Recommendation for Expulsion form #1949 (Include names of all witnesses.) Request permission from parents prior to testifying or call Ext. 4056 for subpoena procedures
- 4. Evidence of principal's conference (all members present must be listed)
- 5. Principal's conference notification letter
- 6.* **Last suspension form.** (Original and all amendments, if any)
- 7. Police report, if appropriate
- 8. Evidence (real, picture, or photocopy), if appropriate
- 9. Statements — **must be signed by originator and administrator, and dated** (Please type as written and remember to include originals).
 - a.* **Statement of the offending student regarding the incident.**
 - b. Statements of the victim and other witnesses (**Incident/Witness Statement form**). Request parent permission for reluctant witness statement (**Sworn Declaration form**) for students who fear retaliation.
 - c. Administrator Summary of Investigation
- 10. Chronology Assertive Discipline, Discipline, Interventions, Counseling, Visitation, (This information must pertain to school level)
 - Behavior Contract or BIP, if appropriate
- 11. Teacher comments – originals must be signed and dated. (Please type all comments on one sheet of paper.)
- 12. Report card and/or transcript.
- 13. Attendance calendar
- 14. Cum folder
- 15. If the student is in Special Education, include:
 - a.* **A copy of the entire IEP (including goals and objectives, which was conducted after the principal's conference.**
 - b. A copy of the Psychologist's report and any other related assessment reports.
 - c.* **Manifestation Determination Finding.**
 - d. **Functional Behavioral Assessment/Behavior Support Plan or Positive Behavior Intervention Plan.**
 - e. **Conference Notes, if necessary.**
- 16. If the student has a Section 504 Plan, include:
 - a.* **Copy of the entire Section 504 Plan, revised, if appropriate**
 - b.* **Manifestation Determination Finding, (including 504 Pre-Expulsion Eval. Report)**
 - c. **Other 504 supporting information, including assessments, Behavior Support Plan, as relevant.**
- 17. Demographic page (Last page of the packet)