

Superintendent's Hearing Preparation Checklist

- Was alternate instruction arranged within 24 hours?
- Was the due process long-term hearing letter sent to parent/guardian?
- Building administration must discuss hearing process, details, and steps with family, answer questions and refer to student services if the family is interested in supports. Did this conversation occur?
- Do I know basic information? Student's full name, age, grade level, phone number, date of incident, date of suspension, details of incident, witnesses involved, rules/code violated, child's classification and placement (if applicable)?
- Is the child classified or have a 504, or presumed to have a disability? If yes, has the manifestation meeting notice been send and/or meeting been arranged?
- Have I prepared the witness, and received parental permission for any child witnesses to testify?
 - Did I speak with witnesses before the hearing and explain the process and review questions they can expect to be asked?
 - Do I know in what order the witnesses will testify?
 - Have I reviewed witness statements for accuracy?
 - Do I have witnesses lined up even if the student has made an admission?
- Photos, videos, social media-can I authenticate these?
- Can I reconcile different accounts of the incident?
- Do I have the photographs of the physical evidence? Can I explain the chain of custody?
- For off-campus behavior-can I show a substantial disruption, or the reasonable forecast for a substantial disruption?
- Do I have 3 copies of all documents to be submitted into evidence? For example:
 - Incident report
 - Code of Conduct or policy violated
 - Photographs
 - Statements of witnesses
 - Police report
 - Student admission
 - Student's disciplinary record

(note that not all of these documents are guaranteed to be admitted into evidence)

- Is the recorder and room reserved and any documents/exhibits loaded to district's device (for virtual hearings)?
- Do I have sufficient witness testimony and/or documentation to meet the burden of proof-substantial and competent evidence?
 - More than just the incident report
 - More than just student admission (in case the student recants)
 - More than just the police report
- If a BOCES student attending an OOD placement, have I touched base and arranged the hearing with their personnel and talked with their witnesses?
- Can I justify a search and seizure if challenged?
- Am I prepared to respond to parental arguments in the chain of events or their perception of school shortcomings?

