

SAFE SCHOOL HEARING PACKET CHECKLIST

Due at Student Support Services by Monday at 4:00 p.m. for Wednesday

Original Documentation must be hand delivered; DO NOT USE STAPLES

	Situation has occurred.
	Investigation has taken place.
	Student has stated and written down their side of the story (signed original documentation.)
	Parent has been notified.
	Parent has signed suspension form.
	Where the parent signature is required, please indicate if the parent contact was not made person to person and what other means of contact were used.
	Parent has been given the Right of Appeal, No Trespass.
	Manifestation Determination – If the student is a Special Education student or is on a 504, academic services need to be continued in some form.
	If student is Special Ed. and is bused, let Transportation (xt 88846 or xt 88847) know when to cancel/resume busing services.
	Complete Suspension to District-Level Hearing form. Include pictures and witness statements; must be written in INK .
	Complete Suspension to District-Level Hearing Narrative Form (MUST be signed by Principal).
	Inform suspended student’s teachers that they must decline if letters of support for the student are requested by parent or student.
	Original Signed Witness Statements
	Completed Student Discipline Logs
	Attendance Records
	Student Grades
	Case Number and Charges (if applicable)
	Photos (of incident or items, i.e. fights or weapons–put items next to a ruler for size verification.)
	Adjust Attendance (Make sure student has been marked suspended.)
	*If parent requests a copy of all documents for an Appeal, you may only provide the parent with a copy of their own student’s statement, redacting all names . Your narrative may be viewed only with all names redacted (You remain with the parent while they are reading. They may NOT take any pictures of the document with their phones or any other device.)

If YIC Student:

	Manifestation signed by Foster Parent (Caseworker may be invited.)
	Suspension to District-Level Hearing Form signed by Caseworker (Foster may be invited.)
	Intake/SVRA signed by Caseworker (Foster may be invited.)