

SAFE SCHOOL HEARING PACKET CHECKLIST

Due at Student Support Services (DO, Rm 228) by Monday at 4:00 p.m. for Wednesday

Original Documentation must be hand delivered

- Situation has occurred.
- Investigation has taken place.
- Student has stated and written down his/her 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 (88846 or 88847) know when to cancel/resume busing services.
- Complete Suspension to District-Level Hearing Form. Include pictures and witness statements, written in **INK** so the committee can read them.
- 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.)