

DRUG AND ALCOHOL CHECKLIST

- Situation has occurred
- Investigation has taken place
- Student has stated his/her side of the story verbal and written (signed original documentation)
- Parent has been notified
- Manifestation Determination must be completed if a placement change is made (suspension for more than 10 days for Special Ed Student or 504)
- Follow the Drug & Alcohol Flowchart of Consequences
- Fill out the **I Form** or **M Form**
- Parent has signed the Referral for Assessment for any 45 or 180 day suspension
- Parent has been given the Right of Appeal Document

HEARING CHECKLIST

(in case of an Appeal to the District)

Due at Student Support Services (DO) by Monday at 4 pm for Wednesday Appeals

- Complete Drug & Alcohol Narrative Form (Must be signed by Principal)
- Manifestation Determination - If the student is Special Ed Student or is on a 504 (signatures required)
- Original Signed Witness Statements (if there are any)
- Completed Student Discipline Logs
- Attendance Records
- Student Grades
- Case Number and charges Case # _____
- Photos (of incident or items, i.e. fights or weapons)

NOTE: Original Documentation must be submitted