

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 (if required).
 - Parent has been given the Right of Appeal Document.
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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)
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NOTE: Original documentation must be submitted.