

DATE:

August 24, 2023

AGENDA ITEM (ACTION ITEM):

Receive the Revision to Board Procedure 09.435 AP.22 - Administrative Hearing/Expulsion Checklist.

APPLICABLE BOARD POLICY:

09.435 - Expulsion

HISTORY/BACKGROUND:

The Administrative Hearing/Expulsion Checklist is used by the school administration to provide all relevant information about a student and a Level 4 Code of Conduct behavior violation committed by that student, which is being referred to the District Administrative Hearing Officer for consideration of expulsion. The change to this procedure will require the school administrator to indicate if the student has received Multi-tiered System of Supports (MTSS) and provide additional information if so.

FISCAL/BUDGETARY IMPACT:

NA

RECOMMENDATION:

Receive the Revision to Board Procedure 09.435 AP.22 – Administrative Hearing/Expulsion Checklist.

CONTACT PERSON:

Todd Dupin, Director of Pupil Personnel



Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Administrative Hearing/Expulsion Checklist

Student:		Grade:	School:
Parent/Guardian:		Phone Number:	Date(s) of Suspension:
Principal Initial	Item to be submitted	Item Description (Please check each box to ensure each item is included in the packet for the hearing officer. Please write N/A if the section does not apply to the student.)	
	N/A	Principal has consulted with Principal Supervisor on the Level 4 incident. Principal Supervisor supports moving to an administrative hearing. _____ Yes _____ No Date Principal Supervisor was consulted: _____	
	Parent Letter (Example Parent Letter)	_____ IC Form letter explaining the incident _____ Personal letter to parent (This letter should describe the incident, state suspension dates, and state recommendation is being made to the hearing officer for an administrative hearing to determine next steps. See parent letter example). Date IC form letter and personal letter were mailed: _____ <i>Special Education Students Only</i> Date the copy of procedural safeguards were mailed: _____	
	Special Education	Please circle YES or NO: 1. Is the student an active special education student? YES or NO • IEP Progress data has been entered into Infinite Campus and reviewed by the Principal? YES or NO Principal Signature of Confirmation: _____ • Principal has confirmed IEP has been fully implemented. YES or NO Principal Signature of Confirmation: _____ 2. If the student is not an-active special education student, has he/she been active in the past? YES or NO 3. Is the student in the evaluation process for special education? YES or NO 4. Does the student have a 504 Plan? YES or NO If the answer is YES to questions 1-3, complete the shaded special education section below. For 504 Plans, please consult with the Special Education Director for next steps.	
	If the student is in Special Education, the packet must be submitted to the hearing officer within 24 hours due to the time constraints of scheduling the Manifestation Determination (MDR). The hearing officer will consult with special education to schedule the MDR if the hearing officer accepts the packet for hearing.	KCSD Special Education Director was notified of the incident and is aware a pack has been sent to the hearing officer for review: Date of Conversation: _____ Case Manager Name: _____ Coordinate with the case manager on the following items for the MDR: _____ Meeting Notice created _____ Evaluations, IEPs, and any other relevant information available at MDR _____ Current academic and behavioral data, including BIP (if appropriate) _____ Discipline and attendance data _____ Prepare conference summary which includes MDR form	

STUDENTS

09.435 AP.22

(CONTINUED)

Administrative Hearing/Expulsion Checklist

	Letter to Superintendent	The letter to the Superintendent needs to include the following information: Listing of suspension dates, first and last name of the student, documentation of police involvement if required by Code of Conduct, recommendation to the District hearing officer for an administrative hearing to determine next steps, if the student admitted to or denied offense and note if written statement from the student is included with his/her version of events, state if the student receives special education services and manifestation date if known, note if open enrollment or tuition, include any information relevant to placement decisions.
	Additional Information, Required (If available)	<input type="checkbox"/> Detailed account of incident from administrator who served as primary investigator <input type="checkbox"/> Due process account (names of other students redacted or not referred to) <input type="checkbox"/> Written statement from student with his/her version of events and admission or denial of incident <input type="checkbox"/> Lab report and/or additional relevant evidence collected <input type="checkbox"/> Due process documentation from any other source including notes, written statement from witnesses, etc. <input type="checkbox"/> Copy of police report
	Safety or Mental Health Assessment	Was a safety or mental health assessment requested by the school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, include information in packet.
	Interventions applicable (If)	If the student is receiving MTSS interventions please complete the Intervention Document. If the prior history of the student, combined with the violation, impacted the recommendation for expulsion, please complete the Intervention Document which is hyperlinked.
	Infinite Campus Information (Print and include in packet)	<input type="checkbox"/> Student Information Summary Page <input type="checkbox"/> Discipline record with notes and actions <input type="checkbox"/> Detailed progress report if available and report card <input type="checkbox"/> Attendance <input type="checkbox"/> Transcript (high school only) <input type="checkbox"/> Schedule <input type="checkbox"/> Enrollment history <input type="checkbox"/> PLP Contact Log

This packet has been reviewed and is complete.

Principal Signature: _____ Date: _____

Date received at CO by Hearing Officer: _____ Initial: _____