**NOVATO UNIFIED SCHOOL DISTRICT**

1015 SEVENTH ST. • NOVATO, CALIFORNIA 94945 •

 TEL: (415) 897-4211 • FAX: (415) 897-4221



**EXPULSION RECOMMENDATION CHECKLIST**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Site Responsibilities**

* Expulsion Recomendation Checklist.
* Due Process Checklist.
* Principal’s letter requesting expulsion.
* Notice of Suspension.
* Witness Statements and Sworn Declarations.
* Reports or citations by law enforcement or other public agencies.
* Photograph or video of incident and/or physical evidence.
* Photograph, video, or diagram of physical space, if relevant to the case.
* Student Demographics page.
* Student Attendance page.
* Student Transcript & Current Grades page.
* Student Intervention & Discipline page.
* Written notice to foster/homeless liaison (if applicable).
* Current IEP, BIP, and/or Section 504 Plan (if applicable).

**District Designee Responsibilities**

* Letter: Social Worker / Attorney Notification (for foster students)
* Letter: Extension of Suspension
* Letter: Notice of Expulsion Hearing
* Hearing Summary Report
* Letter: Notice of Board Meeting
* Letter: Notice of Board Action
* Letter: Referral to MCOE Community School

**NOTES:**

**DUE PROCESS CHECKLIST**

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| **DUE PROCESS ACTION TAKEN (SCHOOL SITE)** | **DATE** | **INITIALS** |
| ***A. Proper investigation - EC 48918(f)*** |
| 1. Identified participants and relevant witnesses. |  |  |
| 2. Interviewed witnesses. |  |  |
| 3. Obtained witness statements and/or sworn declarations. |  |  |
| 4. Collected evidence (police report, photos, videos, etc.). |  |  |
| 5. Entered in Aeries |  |  |
| ***B. Informal conference with student held prior to suspension - EC 48911(b)*** |
| 1. Stated charges and presented evidence to student. |  |  |
| 2. Provided student with opportunity to respond. |  |  |
| ***C. Formal notice of suspension - EC 48911(d)*** |
| 1. Completed Notice of Suspension form. |  |  |
| 2. Formally notified student of suspension and conditions. |  |  |
| 3. Made reasonable effort to contact parent. |  |  |
| 4. Provided parent with Notice of Suspension form in-person or by mail. |  |  |
| 5. Notified appropriate law enforcement authorities, if applicable. |  |  |
| 6. Entered in Aeries |  |  |
| ***D. Notification of District Personnel - EC 48911(g), 48915.5, and 48918.1*** |
| 1. Notified District Designee within 24 hours. |  |  |
| 2. Notified Director of Special Education within 24 hours, if student has IEP or 504 Plan.  |  |  |
| 3. Notified Coordinator of Child Welfare and Attendance within 24 hours, if student is homeless or foster.  |  |  |

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| **DUE PROCESS ACTION TAKEN (OFFICE OF STUDENT SERVICES)** | **DATE** | **INITIALS** |
| ***A. IEP or 504 Plan (If Applicable) - EC 48911(g)*** |
| 1. Scheduled Manifestation Determination to occur within five (5) school days of first day of suspension. |  |  |
| 2. Conducted Manifestation Determination. |  |  |
| 3. Determined behavior is not manifestation of disability. |  |  |
| ***B. Extension of suspension - EC 48911(g)*** |
| 1. Scheduled Extension of Suspension meeting with parents to occur within five (5) school days of first day of suspension. |  |  |
| 2. Notified social worker and/or attorney, if foster student. |  |  |
| 3. Provided parent with copy of discipline policies and rights. |  |  |
| 4. Stated charges and presented evidence against student. |  |  |
| 5. Permitted student and parent with opportunity to respond. |  |  |
| 6. Determined if student is danger to self or others. |  |  |
| 7. Informed parent of interim placement and/or that suspension was extended. |  |  |
| 8. Informed parent of obligation to inform other schools of expulsion status, should parent disenroll student from NUSD. |  |  |
| ***C. Written notice of hearing - EC 48918(b) and (c)*** |
| At least ten (10) days prior to hearing, notified parent of following:* Date, time, and location of hearing.
* Specific facts and charges.
* Rights and responsibilities.
 |  |  |
| ***D. Expulsion Hearing*** |
| 1. Conducted Expulsion Hearing. |  |  |
| 2. Received Recommendations form from Hearing Panel. |  |  |
| ***E. Post-Hearing*** |
| 1. Notified parent of Hearing Panel recommendation, and date of NUSD Board of Education meeting. |  |  |
| 2. Submitted expulsion recommendation on Agenda Online. |  |  |
| 3. Completed Hearing Summary Report. |  |  |
| 3. Notified parent of NUSD Board vote and final action. |  |  |
| 3. Completed MCOE Community School Referral (if applicable). |  |  |
| 3. Entered expulsion in Aeries. |  |  |