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PRE-EXPULSION  
(SHPD-P003)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This procedure describes the Pre-Expulsion hearing process in the Student Hearing and Placement Department

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Clerical Staff, or those classified personnel responsible for typing each behavior contract summary, SHPD
- 2.2 Clerical Staff, who has the responsibility to input all data, SHPD
- 2.3 Director or other designated personnel of SHPD

**3.0 APPROVAL AUTHORITY:**

- 3.1 Director III, SHPD

Approved signature on file

**4.0 DEFINITIONS:**

- 4.1 BR – Behavior Review: Student behavior cases heard by a Director brought forward by the school site administrator due to student behavior and possible education code violation(s)
- 4.2 DIS01 – Student Discipline Record
- 4.3 GROUPWISE – An electronic mailing system
- 4.4 IEP – Individualized Education Program or Plan
- 4.5 MD – Manifestation Determination: A meeting held to determine if the student's behavior is caused by his/her disability
- 4.6 Pre-Expulsion Hearing: A Pre-Expulsion Hearing is held when a school site brings forward a student that has violated a Education Code which constitutes a Mandatory Recommendation for an Expulsion
- 4.7 SASI XP/Zangle – The current Student Information System (SIS) software package used by the District
- 4.8 SHPD – Student Hearing and Placement Department
- 4.9 SIS – Student Information System: The state mandated and approved electronic software that compiles, sorts, and stores student person/demographic, attendance, enrollment, and academic history/data for district, state, and federal reporting purpose
- 4.10 SST – Student Study Team

**5.0 PROCEDURE:**

- 5.1 School site principal calls the SHPD Director to schedule a Pre-Expulsion Hearing
- 5.2 SHPD Director schedules the Pre-Expulsion Hearing
- 5.3 SHPD clerical staff mails the notification letter to the parent(s)/or guardian(s), informing them of the date, time, and place of the scheduled Pre-Expulsion Hearing

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5.4 SHPD clerical staff mails the parent(s)/guardian(s) the Pre-Expulsion summary

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Request for a Pre-Expulsion Hearing (SHPD-F006)
- 6.2 Critical Incident Memorandum (SHPD-F007)
- 6.3 Confidential Statements (SHPD-F008)
- 6.4 Summary of Corrective Efforts by the School (SHPD-F009)
- 6.5 Closing Summary (SHPD-F010)
- 6.6 Suspension Form rev 8
- 6.7 IEP (if applicable)
- 6.8 Intervention Checklist (SHPD-F002)
- 6.9 Photograph (photocopies of hard evidence)
- 6.10 Teacher's Progress Report (SHPD-F004)
- 6.11 Current Grade Report
- 6.12 Current Attendance Report from SASI/Zangle (Elementary, ATD42, Secondary, ATP13)
- 6.13 Discipline Report from SASI/Zangle (DIS01)
- 6.14 School Rules and Regulations
- 6.15 Police Report, if applicable
- 6.16 Notification Letter
- 6.17 Community Day Referral
- 6.18 Student Referral Form (SHPD-F051)

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Student file	File cabinets	Until student turns 18 years of age or 21 years of age if student receives Special Education Services	Shredding	Locked Interior doors

**8.0 REVISION HISTORY:**

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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/15/07	A	Initial Release
08/27/07	B	<ul style="list-style-type: none"><li>revised job title of Approval of Authority (section 3.0) from Director II to Director III</li><li>revised job title of Responsibility (section 2.0) from Coordinator III to Director I, Youth Development Services</li><li>revised section 5.2 from Clerical Staff calendars appointment to Director schedules Pre-Expulsion</li><li>removed Student Success Team (elementary) from section 4.10</li></ul>
01/11/08	C	<ul style="list-style-type: none"><li>revised SFSS-F005 section I to reflect correct telephone number</li><li>revised SFSS-F005 section VII c. to reflect form number SFSS-F002 to SFSS F002A</li></ul>
08/06/09	D	<ul style="list-style-type: none"><li>revised department name change from Student and Family Support Services (SFSS) to Student Hearing and Placement Department (SHPD)</li><li>revised section 5.1 to reflect school site principal call the SHPD Director to schedule a Pre-Expulsion Hearing</li></ul>

**\*\*\* End of procedure \*\*\***