
PRE-EXPULSION
(SHPD-W003)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This describes the step-by-step process to a Pre-Expulsion Hearing 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 SHPD clerical staff
2.2 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 DIS01 – Student Discipline Record
4.2 IEP – Individualized Education Program or Plan
4.3 MD - Manifestation Determination: MD - Manifestation Determination: Is a meeting held to determine if the students behavior is caused by his/her disability
4.4 Pre-Ex - Pre-Expulsion Hearing: A Pre-Expulsion Hearing is held when a school site brings forward a student that has violated Education Code 48915(a) which constitutes a mandatory recommendation for an Expulsion
4.5 SASI XP/Zangle – The current Student Information System (SIS) software package used by the District
4.6 SE - Special Education
4.7 SHPD – Student Hearing and Placement Department
4.8 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
4.9 SST – Student Study Team

5.0 WORK INSTRUCTIONS:

- 5.1 School site administrator calls Director to schedule a Pre-Expulsion Hearing
5.2 Director schedules the Pre-Expulsion Hearing within the student's five (5) day suspension in GroupWise calendar
5.3 Director and clerical staff opens GroupWise and does the following:
- California Education Code
 - Double-click on selected day and time in the calendar
 - Manifestation Date (if applicable)
 - School site
 - Student Name
 - Suspension Dates

PRE-EXPULSION
(SHPD-W003)
Sacramento City Unified School District

- Write up of incident
 - Whether an interpreter is needed
- 5.4 Clerical Staff prints out Student Profile from SASI/Zangle
- 5.5 Clerical Staff locates student's SHPD file folder
- 5.6 Clerical staff creates a file folder if student does not have a folder
- 5.7 Clerical staff types up the Pre-Expulsion notification letter, verifying information from the student profile report
- 5.8 Clerical staff gets the notification letter signed by a Director of SHPD
- 5.9 Clerical staff stamps "confidential" and "mailed" on the notification letter
- 5.10 Clerical staff dates the notification letter of the date being mailed out
- 5.11 Clerical staff makes three copies of the notification letter with the following information:
- Parent/Guardian Name
 - Mailing Address
 - City
 - State
 - Zip Code
- 5.12 Clerical staff mails the original notification letter to the parent within the next school day via US Postal Service
- 5.13 Clerical staff mails two copies of the notification letter to the school via inter-departmental mail
- 5.14 Clerical staff types up the Pre-Expulsion summary template
- 5.15 Clerical staff fills out Student Referral Form with the following information:
- Student's Name
 - Date of Birth
 - Grade
 - Parent/Legal Guardian
 - Telephone#
 - Address
 - Zip Code
 - SE Information (if applicable)
 - Ethnicity
 - Male or Female
 - Last School of Attendance
 - School of Residence and initial
- 5.16 Clerical staff paper clips to outside of student's file folder the Pre-Expulsion summary template, Student Referral Form, and the Community School Referral Form, and places in hearing appointment tray for the scheduled Pre-Expulsion hearings
- 5.17 Clerical staff has school site administrator and parties present for the hearing to sign in on the sign-in sheet

PRE-EXPULSION
(SHPD-W003)
Sacramento City Unified School District

- 5.18 Director retrieves the student's SHPD file folder from the hearing appointment tray
- 5.19 Clerical staff invites the school site administrator into the meeting place and notifies the Director to review documents
- 5.20 Director and school site administrator review the Pre-Expulsion packet being brought forward
- 5.21 Director invites the family into the meeting place
- 5.22 Director directs parties present to introduce themselves by stating their name and title and/or relationship to the student
- 5.23 Director verifies the address and parental rights of the student
- 5.24 Director identifies SE needs (if applicable)
- 5.25 Director reviews MD (if applicable)
- 5.26 Director reviews the intent and process for the meeting
- 5.27 Director requests the school, parent and student to present his/her case
- 5.28 Director facilitates clarifying questions
- 5.29 Director determines disposition and states finding of fact to family and school site present
- 5.30 Director determination if the student will be expelled if sufficient evidence grants expulsion
- 5.31 Director completes Student Referral Form and provides the designated copies to parties present
- 5.32 Clerical staff and Director completes the Community School Referral Form, located in/My Documents (if being placed at the Community Day School)
- 5.33 Director's disposition of Pre-Expulsion hearing is drafted and summary given to clerical staff to type
- 5.34 Clerical staff types the Pre-Expulsion summary draft and submits draft to Director for signature and approval
- 5.35 Clerical staff stamps "confidential" and "mailed" on the Pre-Expulsion summary
- 5.36 Clerical staff dates the Pre-Expulsion summary of the date being mailed out
- 5.37 Clerical staff types envelope with following information:
 - Parent/Guardian Name
 - Mailing Address
 - City
 - State
 - Zip Code
- 5.38 Clerical staff makes three copies of the Pre-Expulsion summary to mail out

PRE-EXPULSION
(SHPD-W003)
Sacramento City Unified School District

- 5.39 Clerical staff mails the original Pre-Expulsion summary to the parent within three school days via US Postal Service
- 5.40 Clerical staff mails two copies of the Pre-Expulsion summary to the school via inter-departmental mail
- 5.41 Clerical staff places a copy of the Pre-Expulsion summary in the student's SHPD file folder
- 5.42 Clerical staff places folder in "in-box" of clerical staff, who has the responsibility of data input
- 5.43 Clerical staff inputs data on Microsoft Excel Database
- 5.44 Clerical staff files student's SHPD file folder in the filing cabinet

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 Community Day Referral
- 6.12 Current Grade Report
- 6.13 Current Attendance Report from SASI/Zangle (Elementary, ATD42, Secondary, ATP13)
- 6.14 Discipline Report from SASI/Zangle (DIS01)
- 6.15 School Rules and Regulations
- 6.16 Police Report, if applicable
- 6.17 Notification Letter
- 6.18 Student Referral Form (SHPD-F051)

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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
Microsoft Excel Data base	Assigned computer	Indefinitely	N/A	Password on computer

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
05/24/07	A	Initial Release
08/27/07	B	<ul style="list-style-type: none">revised job title of Approval of Authority (section 3.0) from Director II to Director IIIrevised job title of Responsibility (section 2.0) from Coordinator III to Director I, Youth Development Servicesrevised section 5.1 from Clerical Staff calendars to Director calendars Pre-Expulsion appointmentremoved Student Success Team (elementary) from section 4.9
08/05/09	C	<ul style="list-style-type: none">revised department name change from Student and Family Support Services (SFSS) to Student Hearing and Placement Department (SHPD)added Zangle in section 4.5 and 5.4revised section 5.3removed previous section 5.14revised database from Access to Microsoft Excel

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