
Expulsion
(SHPD-W004)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction describes the step-by-step process for an 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 Clerical Staff, SHPD
- 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 – SASI/Zangle Disciplinary Report
- 4.2 Expulsion Hearing; An Expulsion Hearing is held when a school site brings forward a student that has violated a Education Code which constitutes a Mandatory Expulsion
- 4.3 IEP – Individualized Education Program or Plan
- 4.4 MD – Manifestation Determination: A meeting held to determine if behavior had any bearing due to the his/her Special Education needs
- 4.5 SASI XP/Zangle – The current Student Information System (SIS) software package used by the SCUSD
- 4.6 SCUSD – Sacramento City Unified School District
- 4.7 SE – Special Education
- 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 INSTRUCTION:

- 5.1 After the Pre-Expulsion has been heard the presiding Director will inform the clerical staff that due to evidence presented we are moving forth on an Stipulation of Expulsion and Settlement Agreement
- 5.2 Clerical staff types the Stipulation of Expulsion and Settlement Agreement
- 5.3 Clerical staff makes a copy of the Stipulation of Expulsion and Settlement Agreement for the parent/guardian
- 5.4 Director reviews Stipulation of Expulsion and Settlement Agreement with the School Site Administrator, Parent, and Student

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- 5.5 If parent agrees to a Stipulation of Expulsion and Settlement Agreement then the Parent signs
- 5.6 If parent disagrees meeting is adjourned and proceed to section 5.26
- 5.7 Clerical staff makes four copies of the original
- 5.8 Clerical staff returns the original back to the Director and then its given to the parent
- 5.9 Clerical staff stamps "CONFIDENTIAL" and "DATE MAILED" on the Stipulation of Expulsion and Settlement Agreement
- 5.10 Clerical staff sends two copies of the Stipulation of Expulsion and Settlement Agreement forward to school site via inter-departmental mail
- 5.11 Clerical staff sends one copy of the Stipulation of Expulsion and Settlement Agreement forward to the Director of Student Records via inter-departmental mail
- 5.12 Clerical staff places one copy of the Stipulation of Expulsion and Settlement Agreement in the student's file located in SHPD
- 5.13 Director completes a SHPD Student Referral form and Sacramento County Office of Education Community School Referral form and provides the designated copies to parties present and the meeting is adjourned
- 5.14 Director paperclips the documents to the outside of the folder in order for the clerical staff to process the documents
- 5.15 Director's disposition of Pre-Expulsion is drafted and summary is given to clerical staff to type
- 5.16 Clerical staff types the Pre-Expulsion summary draft and submits the draft to Director for approval and signature
- 5.17 Clerical staff makes four copies of the signed Certified Expulsion Notification letter (before Board meeting template)
- 5.18 Clerical staff sends original Certified Expulsion Notification letter mailed to Parent/Guardian via United States Postal Services
- 5.19 Clerical staff stamps "CONFIDENTIAL" and "DATE MAILED" on the Pre-Expulsion summary
- 5.20 Clerical staff sends two copies of the Certified Expulsion Notification letter forward to school site via inter-departmental mail
- 5.21 Clerical staff sends one copy of the Certified Expulsion Notification letter forward to the Director of Student Records via inter-departmental mail
- 5.22 Clerical staff places one copy of the Certified Expulsion Notification letter in the student's file located in SHPD
- 5.23 Clerical staff assembles Expulsion packet; proceed to 5.74 through 5.102

OR

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- 5.24 After the Pre-Expulsion has been heard the presiding Director will inform the clerical staff that due to evidence presented we are moving forth on an Expulsion Panel
- 5.25 Director selects the Administrative Panel members
- 5.26 Director schedules a full Expulsion Panel within ten school days
- 5.27 Director notifies the selected Administrative Panel members of date and time of Expulsion Panel hearing
- 5.28 Director contacts the Sacramento City Unified School District's Legal Council (If the parent has legal representation)
- 5.29 Director informs clerical staff of Legal Council status
- 5.30 Clerical staff contacts the Certified Court Reporter confirming said date and time of Expulsion Panel hearing
- 5.31 Director notifies SE Department (If student receives SE services)
- 5.32 Clerical staff then prepares a Certified Expulsion Notification letter, indicating the date, place, and time of the Expulsion hearing (notifying parent, confirming said date and time with the school site's principal or designee)
- 5.33 Clerical staff double clicks on Certified Expulsion Notification letter template (before Board meeting)
- 5.34 Clerical staff types the information provided by the Principal or Designee list as follows:
 - Date
 - Certified Mail Number (Return Receipt Request)
 - Parent's/Guardian's Name
 - Address
 - Student's Name
 - Date of Birth
 - School's Name
 - Date of Board Meeting
 - Parent's/Guardian's Name
 - Student's Name
 - Violated California Education Code Section
 - Board Hearing Date
- 5.35 Clerical staff prints-out the Certified Expulsion Notification letter for the Director to sign
- 5.36 Clerical staff types the envelope: Parent's/Guardian's Name and Address
- 5.37 Clerical staff places Certified Mail Receipt (Return Receipt Request) on the left side of envelope
- 5.38 Clerical staff seals and places the Domestic Return Receipt across the back-side of the envelope

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- 5.39 Clerical staff mails a Certified Expulsion letter to parent(s)/guardian(s) within the next school day
- 5.40 Clerical staff makes four copies of the signed Certified Expulsion Notification letter (before Board meeting)
- 5.41 Clerical staff sends original Certified Expulsion Notification letter mailed to Parent/Guardian via United States Postal Services
- 5.42 Clerical staff stamps "CONFIDENTIAL" and "DATE MAILED" on the Pre-Expulsion summary
- 5.43 Clerical staff sends two copies of the Certified Expulsion Notification letter forward to school site via inter-departmental mail
- 5.44 Clerical staff sends one copy of the Certified Expulsion Notification letter forward to the Director of Student Records via inter-departmental mail
- 5.45 Clerical staff places one copy of the Expulsion notification place in the student's file located in SHPD
- 5.46 Clerical staff orders refreshments upon the Director of SHPD approval
- 5.47 SHPD Supervisor prepares a Campus Catering Request form from the selected food groups with the following information:
 - Clerical Staff's Name
 - Meeting Date and Time
 - Location of Full Panel Expulsion Hearing
 - Call Budget Technician to get Budget Code
 - Enter the Budget Code on the form
 - Fax the form to Sacramento City USD Nutrition Services Department (Bistro)
- 5.48 Clerical staff prepares the room and completes the name plates as follows:
 - Name plates
 - Folders with paper for note taking for each Administrative Panel member
 - Pencils
 - Tissue
 - Witness chair
 - Legal Council chair
 - Sit Representative chair
 - Administrative Panel member chairs
 - Directors chair
- 5.49 Principal arrives and signs in
- 5.50 Clerical staff Invites the Principal into the Conference room and notifies the Director
- 5.51 Director reviews the school site documents
- 5.52 Parent and Student arrives and signs in
- 5.53 Director is notified of their arrival

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- 5.54 Director calls the meeting to order
- 5.55 Director opens the meeting
- 5.56 Principal presents opening statements
- 5.57 Parent, and Student Present Opening Statements
- 5.58 Principal's Witness(s)/Other Information is presented
- 5.59 Principal calls the first witness
- 5.60 Director administers the Oath as follows:
- Please raise your right hand
 - Do you solemnly swear of affirm that the testimony that you are about to give in this proceeding will be the truth, the whole truth and nothing but the truth?
 - Please be seated and state your Name and Position
 - Spell your last name for the record (appropriate when spelling of name is not obvious)
- 5.63 Director directs Presentation of Evidence as follows:
- You may direct your witness
 - To parent - Questions for witness
 - To Panel - Questions for witness
 - Cross Examination of witnesses
 - Principal - Questions for witness
 - Panel Members - Question for witness
 - Rebuttal is heard
 - Evidence is presented
 - All witness statements are presented
 - Questions presented by Expulsion Panel
 - Summary - Principal
 - Summary - Parent
- 5.61 Parent's witness(s)/Other Information (Repeat the above oath (5.36))
- 5.62 Director states "Before we recess for deliberations, I would like to offer the opportunity for each side to prepare proposed findings of fact to submit to the Expulsion Panel for use during their deliberations. If either side would like to, we will take a short recess for you to do so now."
- 5.63 Director states "Recess for deliberations. Hearing is recessed to allow the Administrative Expulsion Panel time to reach a decision. At time, the Panel has questions or needs clarification before it can make its findings. Each side has the right to remain on site in case the Panel does have questions or needs clarification in reaching its decision."
- 5.64 Return of Panel
- 5.65 Expulsion Panel member or Clerical staff has typed the Expulsion summary given to the Director with their recommendation(s)

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- 5.66 Director states “The hearing is reconvened at such time.”
- 5.67 The Finding of Facts are as follows (read recommendation to School Site Administrator and Family present)
- 5.68 Director completes the Student Referral form and/or Sacramento County Office of Education Community Day Referral and provide the designated copies to parties present
- 5.69 If a sheltered witness has statements the Director states “Let the record show that SHPD has accepted sworn statements, and presence of the student was not required at the hearing as the Expulsion Panel determined there was an unreasonable risk of harm to the witness. This statement is considered non-hearsay evidence.” Thank you, this concludes the hearing.
- 5.70 Certified letter is mailed with recommendation from the Expulsion Panel based on the decision made in regards to evidence presented, notifying the parent/guardian of the intend of Board action within three days of decision of Expulsion hearing
- 5.71 Clerical staff assembles Expulsion packet
- 5.72 Clerical staff prepares Sacramento City Unified School District Board of Education Agenda template for Board meeting, list as follows:
- Meeting Date
 - Approval on Consent Agenda
 - Recommendation: Approved Expulsion recommendation for Expulsion Number and School year
- 5.73 Clerical staff forward the Agenda to Sacramento City Unified School District’s Board of Education Specialist ten days prior to Board Meeting
- 5.74 Clerical staff prepares the Expulsion packet
- 5.75 Clerical staff types a Cover Page template
- Student’s Name
 - Grade
 - School Site
 - Principal or designee
 - California Education Code Violations
 - School year of Expulsion and Number being presented to the Board of Education
 - List California Education Code Violation Key Points and the page numbers
- 5.76 Clerical staff includes the Sacramento County Office of Education Community School Referral form (from Pre-Expulsion packet)
- 5.77 Clerical staff types Key Points template
- Student’s Name
 - Grade
 - Board Date
 - Pre-Expulsion Date
 - Coordinator’s/Facilitator’s Name
 - Principal/Designee presenting case

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- School Site
 - Parent/Guardian's Name
 - Date parent signed the Stipulation
 - Finding of Facts (Date of Incident and Violated Education Code)
 - Determination of Issues
 - Recommendation
- 5.78 Clerical staff types Table of Contents template indicating the page numbers of documents listed as follows:
- Key Points
 - Stipulation of Expulsion Agreement
 - Site - Case File
 - School Site Rules and Regulations
 - Sacramento City Police Report
 - Pre-Expulsion Review Summary
 - Pre-Expulsion Notification
 - Sacramento County Office of Education Community School Referral form
- 5.79 Board of Education Specialist is contacted and Agenda Item Number is submitted
- 5.80 Clerical staff enters the Expulsion Panel's recommendation into the SHPD Microsoft Excel Database
- 5.81 Clerical staff makes copies of the Expulsion packet for each member of the Board of Education and assembles in their prospective folder
- 5.82 Clerical staff makes a copy of the Expulsion packet for the Director to submit to the Associate Superintendent for the cabinets approval two weeks prior to Board date meeting
- 5.83 Once approved the Director presents the packet to the Board of Education for Board action
- 5.84 The Director presents the Expulsion to the governing Board for Board action
- 5.85 The Board takes action
- 5.86 Clerical staff types and mails certified letter to the parent(s)/guardian(s) informing parent/guardian of Board action
- 5.87 Clerical staff stamps "CONFIDENTIAL" and "DATE MAILED" on the certified letter with Board recommendations
- 5.88 Clerical staff files the folder into the proper cabinet labeled Expulsions
- 5.89 Clerical staff then prepares a Certified Expulsion Notification letter template, indicating the date, place, and time of the Expulsion hearing (after Board meeting)
- 5.90 Clerical staff double clicks on Certified Expulsion Notification letter template (after Board meeting)
- 5.91 Clerical staff types the information provided by the Principal or Designee listed on the template as follows:

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- Date
 - Certified Mail Number (Return Receipt Requested)
 - Parent's/Guardian's Name
 - Address
 - Student's Name
 - Date of Birth
 - School's Name
 - Date of Board Meeting
 - Student's Name
 - Violated California Education Code Section
 - Procedures for Readmission
 - Type envelope, Parent's/Guardian's Name and Address
 - Place Certified Mail Receipt on the left side of envelope
 - Place Domestic Return Receipt across the back-side of the envelope
- 5.92 Clerical staff prints-out notification for Director's signature
- 5.93 Clerical staff mails a Certified Expulsion letter to parent(s)/guardian(s) within the next school day
- 5.94 Clerical staff makes four copies of the signed by Director the Certified Expulsion Notification letter (after Board meeting)
- 5.95 Clerical staff sends Original Certified Expulsion Notification letter mailed to Parent/Guardian via United States Postal Services
- 5.96 Clerical staff stamps "CONFIDENTIAL" and "DATE MAILED" on the Pre-Expulsion summary
- 5.97 Clerical staff sends two copies of the Certified Expulsion Notification letter forward to school site via inter-departmental mail
- 5.98 Clerical staff sends one copy of the Certified Expulsion Notification letter forward to the Director of Student Records via inter-departmental mail
- 5.99 Clerical staff places one copy of the Expulsion notification in the student's file located in SHPD
- 5.100 Clerical staff pulls the folder and files the document into the folder then files back into the proper cabinet labeled Expulsion

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

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- 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:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
06/08/07	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 III • revised job title of responsibility (section 2.0) from Coordinator III to Director I, Youth Development Services • revised all Coordinator/Facilitator with Director • remove 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

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- added to 5.24 "proceed to 5.74 through 5.102
- replaced Director in section 5.28, 5.29, 5.30 and 5.33 from clerical staff
- deleted clerical staff in section 5.49 to reflect Supervisor
- revised database to reflect Microsoft Excel from Access
- deleted in section 5.84 LSU D (Learning Support Unit D) School Accountability Operation Specialist to reflect Associate Superintendent

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