



PULASKI COUNTY SPECIAL SCHOOL DISTRICT

Expulsion Packet Checklist

Student: _____ School: _____ Date of Recommendation: _____

Upon recommending a student for expulsion, the building administrator should hold a conference with the parent/guardian and have the Notice of Right to Expulsion Hearing Form signed. If unable to meet with parent, a certified letter should be mailed to them. In the event a parent refuses to sign the form, the refusal should be noted by the administrator and a witness. *A Manifestation Determination Review should be scheduled immediately for any expulsion recommendation involving a student who receives Special Education services or 504 Accommodations. (The process is the same for bus expulsion recommendations.)*

To expedite the process, the administrator should act immediately on the following:

- Fax a copy of the Expulsion Recommendation Notice **and** the Notice of Right to Hearing (*signed by parent, if applicable*) to 490-1352, Attn: Pupil Data Processor, immediately so a hearing can be scheduled within a timely manner
- Send WAC Reports to teachers for completion
- Gather the remaining documentation required to complete the expulsion packet:
 - Expulsion Recommendation Form, noting the Rule# and a detailed description of the incident, sex/race code, school#, student ID#, and other pertinent information
 - Signed copy of the Parent/Guardian Notice of Right to Hearing Form
 - Signed Statement of Responsibility Form from District Handbook
 - Discipline Report
 - Investigation/Witness Statements
 - Behavior Contract (*if applicable*)
 - Letter of Probation (*if applicable*)
 - Attendance Report
 - Report Card/Grades
 - Academic Improvement Plan (AIP)/Benchmarks
 - Transcript/Permanent Record Card
 - Credit Review Worksheet (*High School only*)
 - WAC Reports completed by student's teachers

Additional requirements for Special Education and 504 Students:

- Documentation of the results from student's Manifestation and Determination Conference
- Accommodations for 504 Students
- Current IEP for Special Education Students

- Fax a copy of the entire packet to 490-1352, Attn: Pupil Data Processor, prior to the hearing date
- Six (6) additional copies of the complete packet should be brought to the hearing

NOTE: *If requested, parent(s)/guardian(s) are entitled to copies of any documentation relating to the expulsion recommendation prior to the hearing. To ensure confidentiality, the names of other student(s) should be made illegible on any released documents.*

Please remember the importance of "Due Process" during the administration of these proceedings as it regards students and parents and ultimately serves to protect the rights of all parties involved.