**Leon County School District**

**OFF-CAMPUS**

**EXPULSION PROCESSING CHECKLIST**

**Student’s** **Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STEP1: Principal/Designee initial and date here: \_\_\_\_\_**

Upon receiving a Law Violation Notification, the principal MUST determine if the student’s presence on

campus threatens the orderly environment or safety of others. The principal should then complete the

OFF-CAMPUS FELONY PRINCIPAL REPORT FORM and **fax it to the Office of Intervention Services.**

* If no is determined, check (✓) number 1 on the form, sign, date, and fax form to **850-414-5146**.
* If yes is determined, check (✓) number 2 on the form, sign, date and fax form to **850-414-5146**.
* The principal must inform the parent, principal of Second Chance, and Intervention Services of the

request for an alternative setting.

**STEP 2: Principal/Designee initial and date here: \_\_\_\_\_**

After receiving an “Updated Law Violation”, note whether the charge(s) remained a felony or was/were reduced

to a misdemeanor. If charge(s) is/were reduced to a misdemeanor, the student shall immediately return to his/her regular schedule at his/her assigned school.

If formal charges remain and it is determined that there may be an adverse impact, an administrative hearing

must be scheduled.

**STEP 3: Principal/Designee initial and date here: \_\_\_\_\_**

\_\_\_\_\_ Conduct an administrative hearing with parent, student and other administrative team members.

­­­\_\_\_\_\_ Is student ESE/504? Yes No Was a Manifestation Conference held? Yes No

\_\_\_\_\_ Inform School Director and Principal of Second Chance

**STEP 4: Principal/Designee initial and date here: \_\_\_\_\_**

Complete an expulsion packet:

\_\_\_ Principal’s letter to the Superintendent

\_\_\_ Copy of Student’s personal history form

\_\_\_ Written witness list (if any)

\_\_\_ Copies of student records

\_\_\_ Picture of weapon (if applicable)

\_\_\_ Educator Handbook Discipline Report

\_\_\_ Video tape (if available as evidence)

\_\_\_ Administrative Hearing Invitation Letter and any other documentation you deem relevant to the case

\_\_\_ Copy of the letter sent to the Superintendent recommending expulsion MUST be sent certified mail to

the parent/guardian.

\_\_\_ Deliver expulsion packet to School Director and Principal of Second Chance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 5: School Director School Director Signature Date**

Review the expulsion packet to make sure all documentation is complete.

**Step 1:**

**If this student is ESE or 504, make sure a Multidisciplinary/Child Study Team has determined his/her behavior was not a manifestation of the disability.**

**\*\*\*\*\*IMPORTANT\*\*\*\*\***

* **Do not mention EXPULSION to parents of student until it has been determined that the behavior was not a manifestation of the disability.**
* **If the student is currently receiving ESE services and/or is suspected of needing ESE services, you must request a Multidisciplinary, IEP, and/or Child Study Team meeting to review your recommendation of expulsion.**
* **A thorough review of the student’s cumulative record, evaluations, IEP(s), and any other relevant information MUST be conducted PRIOR to recommending expulsion.**
* **If the student has not been evaluated and is in the process of being evaluated or if the Multidisciplinary/Child Study Team believes an evaluation is needed, then the recommendation for expulsion MUST be held in abeyance until the evaluation is completed. *Contact the ESE Department in writing, coxa@leonschools.net or (Fax) 487-7823. You may call the ESE Department for further information (Phone) 487-7158.***

**Step 2:**

* **Make sure that you read the Law Violation carefully to determine if charges were reduced.**

**Step 3:**

* **Parent/Guardian must be invited to the administrative hearing within 2-5 days of the notice.**
* **All ESE/504 students must have a manifestation conference to determine if the infraction was not a manifestation of their disability. Conduct the administrative hearing after a manifestation conference has been done.**
* **Make sure the School Director and Principal of Second Chance are aware of your intent to recommend expulsion.**

**Step 4:**

* **Deliver all completed paperwork to your School Director and Principal of Second Chance for review and approval within 3 working days of the incident. *This is a MUST!***
* **Upon delivery of the expulsion packet to the School Director, the home school must withdraw the student to Second Chance using the withdrawal code W2A.**
* **If placement at Second Chance is being considered in lieu of expulsion, this must be discussed with your School Director and the Principal of Second Chance. Second Chance number is 410-1249.**
* **When writing the principal’s letter to the Superintendent…**
* **Make sure to include incident details, date and location of incident, recommendation for suspension and/or expulsion, explain any prior offenses and any interventions taken.**
* **Also, make sure you copy your School Director, the Director of Intervention Services, the parent, the student and all other appropriate persons as needed.**
* **Make sure your student records include test scores, report card, and attendance record.**
* **Support Documents can include referral/discipline forms, law enforcement reports, counseling, referrals, etc.**