**Leon County School District**

**ON-CAMPUS**

**EXPULSION PROCESSING CHECKLIST**

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

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

This form may be used for students who have committed zero-tolerance offenses and expellable offenses that occurred on campus. It may also be used for students who have a history of misconduct on campus and are a disruption to the learning environment.

**Step 1:** (a) Was the student arrested? Yes No (b) Is this an ESE student? Yes No

If this is an ESE student, state the exceptionality or disability. (i.e. 504/EBD) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this student ever been referred to or received ESE services? Yes No If yes, please explain:

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

If this student is ESE/504, did he/she have a manifestation conference? Yes No

Has this student been dismissed from ESE? Yes No - If yes, state the exceptionality: \_\_\_\_\_\_\_\_\_\_

**If you have completed all the aforementioned, please initial and date here: \_\_\_\_\_\_\_\_\_\_**

**Step 2:** Contact your School Director immediately. **Principal/Designee initial and date here:\_\_\_\_\_\_\_\_**

**Step 3:** Contact the Principal at Second Chance by email (copy your School Director and the Office of

Intervention Services) to inform him/her of your recommendation for expulsion or your recommendation

for alternative placement. Email: [richardsonr@leonschools.net](mailto:richardsonr@leonschools.net) **OR** [clemonsd@leonschools.net](mailto:clemonsd@leonschools.net)

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

**Step 4:** Complete the expulsion packet and include the following items:

* Principal’s letter to the Superintendent \_\_\_\_\_\_
* Copy of Student’s personal history form \_\_\_\_\_
* Written witness list (if any). Include a brief description of the testimony provided by the witnesses. \_\_
* Copies of student records \_\_\_\_\_\_
* Student Conduct Report Form \_\_\_\_\_\_\_
* Picture of weapon (if applicable) \_\_\_\_\_
* Educator Handbook Discipline Report \_\_\_\_\_
* Video tape (if necessary as evidence) \_\_\_\_\_\_
* Any other documentation you deem relevant to the case \_\_\_\_\_
* Documentation of interventions for non-zero tolerance offenses attached \_\_\_\_
* Copy of the letter sent to the Superintendent recommending expulsion **MUST** be sent certified mail to the parent/guardian. \_\_\_\_\_ **Principal/Designee initial and date here:\_\_\_\_\_\_\_\_\_**

**Step 5: School Director** – Review the expulsion packet to make sure all documentation is complete.

**School Director signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To effectively complete the On-Campus Expulsion Checklist, please note the following for each phase:**

**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\*\*\*\*\***

* **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:**

* **Deliver all completed paperwork to your School Director 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.**

**Step 3:**

* **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.**
* **Deliver a completed expulsion packet to the principal of Second Chance within 3 working days of the incident. *This is a MUST!***

**Step 4:**

* **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.**