

Expulsion Hearing Request Checklist

2023 - 2024

The Expulsion Hearing Request documents must be completed and submitted to expulsionhearings@dpsk12.org as soon after the incident as possible, but within the first five (5) days of out-of-school suspension. The Request documents can be found on the Commons on the [Discipline Documents tab](#) of the Academics Division/Whole Child web site. The documents are in autofill format. Download them to your desktop to reveal the autofill boxes and dropdowns.

If the request is being submitted following the expiration of the first five (5) day suspension, the student must be invited back to school to an in-school-suspension-like setting. The student will remain in this setting until the Expulsion Hearing Request is submitted and the review at the District level is complete. The student must have access to the coursework he/she/they are missing while in the In-School Suspension-like setting. If the student is a student with a disability, all of the supports and accommodations the student typically receives per the IEP or 504 Plan must be provided while the student is in the In-School Suspension-like setting.

At the Time of the Incident:

- _____ 1. Take photographs of contraband or weapons next to a ruler before the Department of Safety or DPD removes the evidence from school grounds ([Guidelines for the Photographing and Handling of Weapons and Other Paraphernalia](#))
- _____ 2. Collect statements from the alleged offender, victim, and witnesses. Use [BOE Policy JIH](#) to guide the collection of statements. Statements collected from the student who is accused may not be used as evidence in the Expulsion Request unless the parent/legal guardian was present at the time it was signed by the student ([BOE Policy JK-R Section 6-8\(E\)1](#))

Infinite Campus:

- _____ 1. Ensure the correct Incident Date has been documented in IC
- _____ 2. Resolutions: Select the following Resolutions in IC
- a. Out-of-School Suspension (OSS) – Reflects school days. Weekends and holidays are not included.
 1. Start Date of the OSS is the date the student is removed from school.
 2. End Date of the OSS is the last date of the removal.
 - b. Extended Suspension Requested– Reflects school days. Weekends and holidays are not included. Pause on adding this resolution **if** the student is a student with a disability/suspected disability until the Manifestation Determination meeting is completed. This must be done within the first 5 days of suspension.

General Education Student– Ten (10) school days for the Extended Suspension Requested

1. The Start Date of the Extended Suspension is the date of the first school day after the End Date of the OSS.
2. The End Date of the Extended Suspension is the date of the 10th school day after the Start Date.

Student with a Disability or Student with a Suspected Disability – Five (5) school days for the Extended suspension are possible ONLY if the Manifestation Determination has been completed and the team has

concluded the behavior is NOT a manifestation of the disability.

1. The Start Date of the Extended Suspension is the date of the first school day after the End Date of the OSS.
2. The End Date of the Extended Suspension is the date of the 5th school day after the Start Date.
- c. Expulsion Hearing Requested – Add this resolution when requesting an expulsion hearing. For Students with Disabilities or Suspected Disabilities, an expulsion hearing can be requested ONLY if the Manifestation Determination has been completed and the team has concluded the behavior is NOT a manifestation of the disability.
- d. Referred to DPS Department of Safety – Add this resolution for all Matrix offenses requiring it
- e. Referred to Law Enforcement – Add this resolution for all Matrix offenses requiring it

Manifestation Determination:

_____ 1. A Manifestation Determination meeting must be held during the first 5 days of suspension for all students with a disability who have an existing IEP or a Section 504 Plan. **The school's SEIS partner/District 504 Coordinator must be present in the Manifestation Determination meeting and approve how the meeting was conducted procedurally and the outcome of the decision-making process.** If the student's behavior is found to be a manifestation of the disability, a request for approval of an extended suspension and an expulsion hearing **cannot** be submitted.

_____ 2. A Manifestation Determination meeting must be held within the first 5 days of suspension for all students for whom there is a suspected disability or the school is in the process of completing the evaluation of a suspected disability.

Essential Protocols

- _____ 1. Use the Matrix to identify those offenses for which the [Discrimination Prevention & Response/Title IX process](#) is required and for those offenses for which the completion of a **Full Threat Appraisal** is required. Both may be required.
- _____ a. Discrimination Prevention & Response/Title IX process has been completed.
 - _____ b. Full Threat Appraisal has been completed.

Expulsion Request Packet: All documents must be submitted on a single email.

- _____ 1. Complete all highlighted fields on each of the four pages and proofread each section prior to submitting all documents. Direct the email to: expulsionhearings@dpsk12.org
- _____ 2. Dates of Current Suspension are the same dates as the Out-of-School Suspension in IC
- _____ 3. Dates of Extended Suspension are the same dates as the Extended Suspension Requested in IC

Expulsion Request Submission:

Send all expulsion documents and attachments on one email to expulsionhearings@dpsk12.org within 5 school days of the event:

- _____ 1. The **Subject Line** of the email must read: Expulsion Request: Name of Student, #ID, School Name

_____ 2. Attach the following documents in an **unredacted** form to the Expulsion Hearings email:

expulsionhearings@dpsk12.org

- _____ a. Checklist – Complete this Checklist. Be certain to include the **date** you have provided the Expulsion Request and all attachments in a redacted form to the legal guardian. The space for this date is provided below. Attach the Checklist to the email as the first document.
- _____ b. [Expulsion Request packet](#)
- _____ c. Full Threat Appraisal – See Matrix/Essential Protocols Column
- _____ d. [Discrimination Prevention Response \(DPR\)/Title IX](#) documents – See Matrix/Essential Protocols
- _____ e. Manifestation Determination for all relevant students
- _____ f. Statement(s) by alleged offender(s) ([BOE Policy JIH](#))
- _____ g. Statements from alleged victim(s) and witnesses
- _____ h. Color photographs of weapons, other contraband, drugs, illegal substances, paraphernalia, etc. ([See Guidelines for the Photographing and Handling of Weapons and Other Paraphernalia](#)).

Habitually Disruptive Requests Only: In addition to all above documents, provide the following:

- _____ a. Two [Notice of Intent of Declaration of Habitually Disruptive](#) documents signed by the parent/legal guardian, discipline building leader, and student
- _____ b. Two Behavior Plans linked to the dates of the Notices of Intent
- _____ c. Provide documentation of the duration of the interventions listed on the Behavior Plans and the outcomes of those interventions
- _____ d. Documentation of Restorative Practices following each behavioral incident

Translation of All Documents and Interpretation at the Hearing

- _____ 1. All documents must be [translated](#) into the language the legal guardian prefers to read. Contact [Translations](#) to request the documents be translated.
- _____ 2. If the request for an expulsion hearing is approved, it is the responsibility of the school's Discipline Building Leader to request an interpreter for legal guardian at the hearing. Contact [Interpretations](#) to request an interpreter for the language the guardian prefers to speak.

Redacted Copies of Expulsion Request and All Attachments for Legal Guardian

Please provide the student's legal guardian with the completely redacted expulsion request and all attachments. INDICATE THE DATE THE LEGAL GUARDIAN ACKNOWLEDGES IN WRITING THE RECEIPT OF ALL EXPULSION REQUEST DOCUMENTS AND ALL ATTACHMENTS:

_____ Date

_____ 1. All of the expulsion request documents that are provided to the expulsion hearings email must be provided to the legal guardian. All of the documents provided to the legal guardian must be REDACTED. **You may either ask the legal guardian to pick up the documents at the school, email the documents, or you can mail the documents certified mail to the address provided in IC on the student's Summary page.**

_____ 2. All of the documents provided to the legal guardian must be provided in the language they prefer to read. Contact [Translations](#) for this service.

_____ 3. Provide make-up work during suspension and allow equivalent grades and credits for completed coursework