SUSPENSION/EXPULSION CHECKLIST
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1. Initial Investigation of Misconduct - at the scene (principal/designee)
   - Gather any physical evidence of misconduct at the scene
   - Speak briefly to any witnesses at the scene of the misconduct to assess
   - Call law enforcement, if applicable, for drugs, weapons or serious injuries

   If reasonably determined that the student has committed some misconduct, go to step 2.

2. Document Investigation - in the office (principal/ap)
   - Obtain written statements from the witnesses - dated and signed
   - Preserve all information in the best way possible
   - Follow all other applicable procedures in student handbook/policy manual

3. Informal Conference with the Student (principal/ap)
   - Advise student of the particular misconduct of which he is accused
   - Advise student of basis for accusation (evidence, statements, facts)
   - Give student an opportunity to explain his version of facts
   - Advise student of determination (no action, suspension, expulsion, etc.)
   - Expulsion-advise student of suspension pending expulsion hearing

   If suspension/expulsion is determined to be proper action, go to step 4.

4. Give Notices and Complete Forms (principal/ap)
   - Contact parents:
     - Suspension-notice of suspension; date and time of readmission conference
     - Expulsion-add notice of recommended expulsion; reasons; by certified mail
   - Complete forms for suspension and, if applicable, recommended expulsion
   - Provide copies of forms to student and parents/guardians
   - Expulsion-forward to Superintendent/designee for expulsion hearing
     - attempt to schedule hearing within 10 days of suspension
   - Follow all other applicable procedures in student handbook/policy manual

   If the proper action is a short-term suspension (10 days or less), no further process is due.
   If the proper action is a long-term suspension (11 days or more) or expulsion, go to step 5.
5. Preparing for the Hearing (principal/ap)

Confirm that a copy of the discipline report with the recommended action has been provided to the student, parents or guardian, as applicable

Prepare all witnesses:
- gather, organize, and review their records with relevant information
- review and have them review their written statements
- review any information given to them by anyone else
- confirm their understanding of the charges
- student witnesses - obtain permission and cooperation of parent

Review and organize all evidence; confirm its accuracy

Copy documents to be submitted at the hearing (copies for student/parents and superintendent/designee)

Be thoroughly familiar with all facts and evidence; be prepared to present in a clear manner to support the action

Follow all other applicable requirements in student handbook/policy manual

6. Conducting the Expulsion Hearing (superintendent/designee)

Student may be represented by any person of his choice

Principal and/or teacher/administrator concerned may be represented by any person appointed by the superintendent

Principal/concerned teacher/administrator attends and presents relevant information in support of the recommended action

Record the entire hearing

Procedure:
- Superintendent/designee makes opening remarks
- Principal/teacher/administrator presents evidence
- Student/representative given opportunity to present defense
- Superintendent/designee permits statements/etc. per policy

Inform student/parent when a determination may be issued

7. Making a Determination (superintendent/designee)

Consider all of the evidence from both sides

Determine whether student is guilty of the charges

If not guilty - give notice of no action

If guilty, determine whether expulsion or other corrective/disciplinary action is appropriate.
- check mandatory expulsion list
- other offenses - may determine a lesser action is proper

8. Giving Notice of Determination (superintendent/designee)

Provide written notice via certified mail, including:
- inform student of and bases for the determination
- advise of the right to seek review of the determination by the School Board
- inform student that request for School Board review must be received 5 days after the determination is issued

Follow all other applicable requirements in student handbook/policy manual

If the student/parent submits a timely request for review by the School Board, go to step 9.
9. Preparing for the Review (school board)

- Provide written notification of date/time/place the review will take place;
  by certified mail
- Obtain a transcript of the expulsion hearing
- Provide copy of transcript/recording to student/representative before the review
- Provide board members with transcript of hearing or, if no transcript, arrange for playing the recording at the review
- Follow all other applicable requirements in student handbook/policy manual

10. Conducting Review of Expulsion Determination (school board)

- Review Procedure:
  - Ask student/representative if they wish to have the review in public or executive session and take proper steps, as requested
  - Student/representative may present a statement to board concerning reasons he contends the determination is not correct or should be changed
  - Principal/designee presents summary of evidence supporting determination
  - Board discusses the matter and closes the review
  - If in executive session, reconvene in open session

- Review Decision:
  - By majority vote, the board may affirm, modify, or reverse the action taken by the Superintendent/designee
  - Advise student’s parent that he (the parent) has the right to appeal an adverse decision of the board within 10 days to the district court for the parish in which the school is located

NOTE: On appeal of an expulsion decision, the court may reverse or revise the ruling of a school board only upon a finding that the ruling of the board was based on an absence of any relevant evidence in support thereof. Thus, the board may affirm its superintendent’s expulsion determination if there is any relevant evidence supporting such action.