
PRE-EXPULSION
(SHPD-W003)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This describes the step-by-step process to a Pre-Expulsion Hearing in the Student Hearing and Placement Department

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 SHPD clerical staff
2.2 Director or other designated personnel of SHPD

3.0 APPROVAL AUTHORITY:

- 3.1 Director III, SHPD

Approved signature on file

4.0 DEFINITIONS:

- 4.1 DIS01 – Student Discipline Record
4.2 IEP – Individualized Education Program or Plan
4.3 MD - Manifestation Determination: MD - Manifestation Determination: Is a meeting held to determine if the students behavior is caused by his/her disability
4.4 Pre-Ex - Pre-Expulsion Hearing: A Pre-Expulsion Hearing is held when a school site brings forward a student that has violated Education Code 48915(a) which constitutes a mandatory recommendation for an Expulsion
4.5 SASI XP/Zangle – The current Student Information System (SIS) software package used by the District
4.6 SE - Special Education
4.7 SHPD – Student Hearing and Placement Department
4.8 SIS – Student Information System: The state mandated and approved electronic software that compiles, sorts, and stores student person/demographic, attendance, enrollment, and academic history/data for district, state, and federal reporting purpose
4.9 SST – Student Study Team

5.0 WORK INSTRUCTIONS:

- 5.1 School site administrator calls Director to schedule a Pre-Expulsion Hearing
5.2 Director schedules the Pre-Expulsion Hearing within the student's five (5) day suspension in GroupWise calendar
5.3 Director and clerical staff opens GroupWise and does the following:
§ California Education Code
§ Double-click on selected day and time in the calendar
§ Manifestation Date (if applicable)
§ School site
§ Student Name
§ Suspension Dates

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- 5.39 Clerical staff mails the original Pre-Expulsion summary to the parent within three school days via US Postal Service
- 5.40 Clerical staff mails two copies of the Pre-Expulsion summary to the school via inter-departmental mail
- 5.41 Clerical staff places a copy of the Pre-Expulsion summary in the student's SHPD file folder
- 5.42 Clerical staff places folder in "in-box" of clerical staff, who has the responsibility of data input
- 5.43 Clerical staff inputs data on Microsoft Excel Database
- 5.44 Clerical staff files student's SHPD file folder in the filing cabinet

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Request for a Pre-Expulsion Hearing (SHPD-F006)
- 6.2 Critical Incident Memorandum (SHPD-F007)
- 6.3 Confidential Statements (SHPD-F008)
- 6.4 Summary of Corrective Efforts by the School (SHPD-F009)
- 6.5 Closing Summary (SHPD-F010)
- 6.6 Suspension Form rev 8
- 6.7 IEP (if applicable)
- 6.8 Intervention Checklist (SHPD-F002)
- 6.9 Photograph (photocopies of hard evidence)
- 6.10 Teacher's Progress Report (SHPD-F004)
- 6.11 Community Day Referral
- 6.12 Current Grade Report
- 6.13 Current Attendance Report from SASI/Zangle (Elementary, ATD42, Secondary, ATP13)
- 6.14 Discipline Report from SASI/Zangle (DIS01)
- 6.15 School Rules and Regulations
- 6.16 Police Report, if applicable
- 6.17 Notification Letter
- 6.18 Student Referral Form (SHPD-F051)

