

Emergency Expulsion Checklist

- _____1. Determine whether the student's presence poses (a) an immediate and continuing danger to the student, other student(s) or school personnel, or (b) an immediate and continuing threat of substantial disruption of the educational process.
- _____2. Make reasonable attempts to notify student and parent/guardian by telephone or in person as soon as reasonably possible.
- _____3. Deliver written notice to student and to parent within twenty-four (24) hours of emergency expulsion. Use letter in P3100-5.3. If hand-delivered, have parent acknowledge receipt by obtaining signature.
- _____4. Send copy of the written notice to superintendent within twenty-four (24) hours.
- _____5. Notify district office immediately if hearing requested within ten (10) school days.

NOTE: Hearing scheduled to start within three (3) days of request.

- _____6. Make available for inspection in the principal's office, in advance of the hearing, documentary or other physical evidence which the district intends to introduce at the hearing.
- _____7. Inspect, in advance of the hearing, documentary or other physical evidence which the student intends to introduce at the hearing.
- _____8. Emergency Expulsion continues until rescinded by principal or written application for readmittance is approved by principal.
- _____9. Principal may rescind expulsion when:
 - a. danger ceases, or
 - b. other discipline, suspension, or non-emergency expulsion imposed.