



- C. **Formal Suspension Conference:**
  - 1. State information regarding suspension conference held with student and parent, and how school informed the parent that a Pre-Expulsion Hearing was being requested; include statements (i.e. “Student had the opportunity to tell his version of the incident”).
- D. **Extension of Suspension:**
  - 1. Request a date with SHPD to discuss extension of suspension. (Pre-Expulsion Hearing, Education Code 48911(g))
- E. **Action Taken:**
  - 1. Steps taken by the administration as a result of the violation(s) of Education Code(s).
- F. **Recommendation:**
  - 1. State incident and that the responsible party is considered a threat to the instructional process and that the school is requesting his/her removal.

**IV. Confidential Witness Statements - (SHPD-F008)**

All conference statements whether handwritten or typed are **required** to be on the Confidential Statement form. **TYPE** the handwritten statement onto the “Confidential Statement” form, **VERBATIM.**

**Note:** Attach original handwritten statements directly after the typed transcription.  
**Do not staple.**

A student witness may select #3 on the “Confidential Statement” form for personal safety concerns. If a student does not fill out #3, he/she may be required to provide direct testimony at the expulsion hearing. A staff witness may be required to give direct testimony.

*“The presence of witnesses to provide direct testimony during the Hearing has been requested as critical for the Board of Education in consideration of approval of all panel recommendations”.*

**V. Summary of Corrective Efforts by the School – (SHPD-F009)**

Summarize, chronologically all matters of corrective action or other means used by the schools to change/negate student misconduct (You may summarize or use chronology of events). List suspensions, referrals, previous Behavior Review, parent conferences, site/agency referrals, etc. If the student is new, refer to CUM file as available.

**VI. Closing Summary – (SHPD-F010)**

Use supporting facts to substantiate and describe either or both of the following:

- 1. Due to the serious nature of the act explain how the student’s continuing presence would pose a danger to himself, others, and the instructional program.
- 2. Describe how the school has exhausted all other means of corrective effort as either unfeasible or having been repeatedly failed to bring about proper conduct.

**VII. Technical Evidence (MUST BE TYPED)**

Attach the following items: (Do not staple)

