



- 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)

