**PRAIRIE-HILLS ELEMENTARY SCHOOL DISTRICT 144**

CHECKLIST OF EXPULSION PROCESS

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Incident: \_\_\_\_\_\_\_\_\_\_ Date of Incident: \_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, City, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Is the original “Notice of Long-Term- Yes\_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_\_\_\_

Suspension form completely filled out?

1. Are all student referrals, statements made Yes \_\_\_\_\_ No \_\_\_\_\_

by student(s) involved, and teacher’s

witness information attached?

1. Is the Expulsion Letter filled out? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Has the parent been contacted? Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_\_\_\_
3. Are copies of parent and student signature Yes \_\_\_\_\_ No \_\_\_\_\_

Page attached indicating receipt of Student

Handbook?

1. Are the discipline, attendance, and grade Yes \_\_\_\_\_ No \_\_\_\_\_

reports attached?

1. Are pictures attached (if applicable) Yes \_\_\_\_\_ No \_\_\_\_\_

**CENTRAL OFFICE USE ONLY**

1. Has a time and date been confirmed for Yes \_\_\_\_\_ No \_\_\_\_\_ Confirmed Date \_\_\_\_\_\_\_\_\_

Hearing by the parent(s) and administration? Confirmed Time \_\_\_\_\_\_\_\_\_

1. Is the “Notice of Expulsion Procedures” Yes \_\_\_\_\_ No \_\_\_\_\_

completely filled out and signed?

1. Are the “Notice of Expulsion Procedures” and Yes \_\_\_\_\_ No \_\_\_\_\_

“Expulsion Policy” attached?

1. Has the “Notice of Expulsion”, “Expulsion Yes \_\_\_\_\_ No \_\_\_\_\_

Policy” been sent to the parent(s) and attorney

(if applicable) within five days, via regular and

Certified mail?