



Morgan Hill Unified School District
15600 Concord Circle
Morgan Hill, CA 95037
408-201-6023

Expulsion Incident Report

(Confidential)

Expulsion Packet

Date: _____

To: _____

From: _____

Prepared by: _____

Translated by (if applicable): _____

RE: _____

Student Name: _____ Stu. ID: _____ Grade: _____ Age: _____

School Site: _____ Administrator overseeing case: _____

Educational Setting: _____ Aeries Identified Home Language: _____

Parent's Name(s): _____ Contact Number: _____

Address: _____

A. Incident

- (1) Details of the event: specify time, date, place, location. Cite specific individuals responding to the incident and results of administrative investigation.
- (2) Cite specific individual responsible for behavior(s). This includes suspect students, witnesses to the event, staff, students, and other.
- (3) Cite technical support evidence (i.e. "a police report was taken, the item was confiscated, etc.)
- (4) Careful detail of student's parent/guardian due process procedures (from the principal's initial suspension/disciplinary action, providing the suspension notice and having it signed by parents, translation, etc.).

B. Specific Charges

- (1) Refer to Suspension Form and list specific subsections violated
- (2) Cite specific violation(s) of Education Code, i.e. 48900 (a1), (a2), and K.

C. Formal Suspension Conference

- (1) State if a conference was held with the student's parent, or how the school informed the parent of the suspension and pending expulsion. Include statements such as: "Student had the opportunity to tell their version the story," and "parents were provided with the suspension notice and signed off."

D. Action Taken

- (1) Steps taken by the administrator as a result of the violation(s) of Education Code(s).

E. Recommendation

- (1) State the incident and:
 - (a) The responsible party is considered a threat to the instructional process and that the school is requesting their removal.
 - (b) Other means of correction have failed to bring about change
 - (c) Is a mandatory recommendation due to the severe nature of the act?

Signature of approval: _____

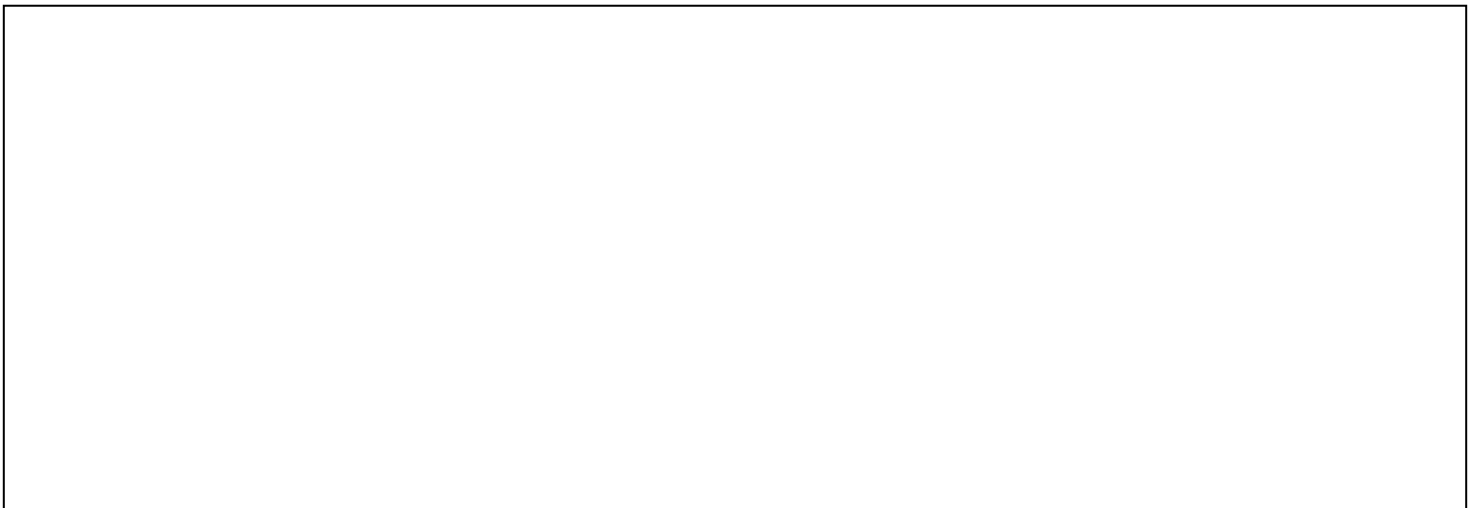
Principal's signature

Date

A. Incident

A large, empty rectangular box with a thin black border, intended for writing a detailed account of an incident.

B. Charge (Fully written out)

A large, empty rectangular box with a thin black border, intended for writing a fully written-out charge.

C. Formal Suspension Conference

Who was present?	Date Held:

- | | | | |
|---|-----|----|---------|
| 1. Was the parent/guardian provided with the suspension notice? | Yes | No | Other |
| 2. Did the parent/guardian sign the suspension notice? | Yes | No | Other |
| 3. Did the parent/guardian receive a copy of the District Expulsion Notice? | Yes | No | Pending |
| 4. Did the parent receive a copy of the District Suspension Extension notice? | Yes | No | Pending |
| 5. Educational Plan during extended suspension? | Yes | No | Other |

Please outline student's educational plan during the extended suspension. If Special Education, please include SPED Education Plan (minutes/services) and how we are providing services.

D. Action Taken (*this should be numbered and in order, ensure you list/identify supporting evidence*)

E. Recommendation (*include expulsion recommendation including, length of time, what your recommendation is based on, etc.*)