

**Long-Term Hearing Folder Checklist**

*Instructions: This checklist should go on the front of the packet of materials the Suspending Administrator will give to the Long-Term Suspension Hearing Officer. Make sure that all the documents listed on this Checklist are included in the packet for the Hearing Officer as they will be used during the Long-Term Suspension Hearing. If Expulsion is recommended after the Long-Term Suspension Hearing, this Checklist and all materials contained in the folder shall be included in the Expulsion Packet.*

- Notice of Short-Term Suspension and Notice of Long-Term Suspension Hearing Date
- Long-Term Hearing Script
- Chronology (written by Suspending Administrator)
- Exhibits and Witness Statements (with other student names redacted)
- Board Policy JK & Policy Regulation JK-R1 and JK-R2 **OR** Board Policy JKA (for Ex Ed students) or JKAA (for 504 students)
- Student Violations, Suspensions, Arrests from Mojave
- Student Attendance Block printout from Mojave
- Record of Academic, Counseling and other Interventions
- Report Card (Most Recent)
- Transcript
- Progress Reports (Originals completed by Teachers)
- ONLY IF** Ex Ed or 504: Meeting Notice (Invitation to Manifestation Determination) with proof of receipt of Procedural Safeguards
- ONLY IF** Ex Ed or 504: Manifestation Determination/ Knowledgeable Group Determination Document
- Long-Term Hearing Officer Decision Worksheet