



EXPULSION OFFICE SUBMISSION PROCEDURES

2019-2020 School Year

Recommendation for Expulsion Packets, Alternative Probationary Contracts, and recommendations for Behavior Intervention through the Expulsion Abeyance Office, may be submitted as single, appropriately completed, organized, and labeled, PDF document, within 48 hours of the start of the student's 10-day suspension, via email to ExpulsionAbeyance@browardschools.com.

PLEASE LABEL AS PER FORMAT BELOW WHEN SUBMITTING DOCUMENTATION VIA EMAIL TO THE EXPULSION ABEYANCE OFFICE

First Initial. Last Name of Student – Name of School – Expulsion Packet

First Initial. Last Name of Student – Name of School – APC

First Initial. Last Name of Student – Name of School – Behavior Intervention

Examples:

D. Kearns – Pretend High School – Expulsion Packet

D. Kearns – Pretend High School – APC

D. Kearns – Pretend High School – Behavior Intervention Packet

Although not encouraged, if it is their preference, schools may continue to hand-deliver Recommendation for Expulsion Packets, Alternative Probationary Contracts, and recommendations for Behavior Intervention through the Expulsion Abeyance Office, to the attention of Debra Kearns at the Expulsion Abeyance Office within 48 hours of the start of the student's 10-day suspension. The Expulsion Abeyance Office is located within the Division of Student Support Initiatives & Recovery within The Lauderdale

Manors Community Resource Center at 1400 NW 14 Court in Ft. Lauderdale, FL 33311.

An entire Recommendation for Expulsion Packet must be completed for each student recommended for expulsion, regardless of whether or not multiple students are involved in an expellable event.

Each individual Recommendation for Expulsion Packet must include all exhibits and evidence, including all required documents, relevant statements, digital photos, videotapes, proof positive of alleged substances and other forms of evidence.

All appropriate signatures must be affixed.

Critical Components of Expulsion Packets

- It is incumbent upon the school-based administrator to secure the documentation and evidence to support a recommendation for expulsion, and to include it within the expulsion packet.
- If an SRO or other Law Enforcement is confiscating an item of evidence, then the school administrator must take a color photo of the evidence, obtain a property receipt from the officer, and have the officer sign the Chain of Evidence document from the Expulsion Packet prior to relinquishing the evidence to the officer.
- For cases involving Drugs, Mood Altering Substances and Unauthorized Substances, proof positive of the alleged substance must be provided within the expulsion packet as evidence to support the alleged charge.
- Contact SIU to field test and retrieve marijuana for PROMISE related infractions.
- Whenever possible, have an SRO or other Law Enforcement complete a drug/substance kit, and/or issue a property receipt, to verify status of evidence as another specific unauthorized substances.
- Make a concerted effort to secure a statement from the offending student prior to removal from campus by an SRO or other Law Enforcement.
- In instances where the student is not provided opportunity to give a statement to the school's Administration as a result of having been removed from campus by Law Enforcement, or due an emergency situation, the school's Administration must provide that opportunity to the student within 72 hours.
- Recommendation for Expulsion Packets submitted to the Expulsion Abeyance Office must be complete and include all evidence pertaining to the case to avoid delays in scheduling of a Pre-expulsion Conference.
- **DO NOT** return evidence to the student, parent or guardian.

- When possible, obtain witness signatures on administrative statements.
- Remove date and time stamps that have been automatically generated by electronic devices such as printers or cameras from all articles included within the expulsion packet.

**INCOMPLETE / INCORRECT EXPULSION PACKETS MAY BE
RETURNED TO THE SCHOOL
FOR CORRECTION.**

Please DO Not staple pages.

Exhibits #1, #2 and #3 are generated by the Expulsion Abeyance Office.

Please submit Exhibits #4 through #20 within your Expulsion Packet.

Exhibit #4: Memo from Principal:

- **Must be typed on current District letterhead.**
- Letter recommending expulsion, must be addressed to:
Antoine Hickman, Chief Officer, Student Support Initiatives & Recovery
- The charge **MUST be accurate and complete** as outlined in **Policy 5006**.
Please refer to Section VI: Definitions of SB Policy 5006, and the District's Administrative Definitions of Infractions, to assist you with determination of the proper charge. Second and third offenses must be stated as such.
- The appropriate charge must be clearly stated within the memo from the Principal.

Exhibit #5: Student Information Sheet:

- **Please include valid and verified parent/guardian names, addresses and telephone numbers.**
- Do not rely upon TERMS information that has not been verified with parent/guardian at the time of the student's expellable offense.
- The Expulsion Office cannot contact parent/guardian without updated information.

Exhibit #6: Notice of Suspension:

- Notice of Suspension to parent/guardian, **must** be signed by Principal and Assistant Principal.
- Must indicate the student's return date.
- Please Note: **Return dates should be based upon actual school days for students.**
- Appropriate sections regarding student hearing and recommendation for expulsion **must** be checked:
 - "With Hearing" **or** "Without Hearing (Emergency Suspension)"
 - "Recommended for expulsion" **or** "Pending further investigation, a recommendation for expulsion may be forthcoming."

Exhibit #7: Notification of Parent/Guardian Contact:

- Document contact with parent/guardian indicating name of parent/guardian with whom you made initial contact.
- Phone number, date, and time the parent was informed of possible expulsion proceedings.
- Briefly summarize your contact or conference with parent:
 - * Include explanation of notification to parent of means by which student was provided due process.
 - Include explanation of notification to parent of your school's recommendation for expulsion.

Exhibit #8: Statement of Administrator/School Official:

- Must be typed and signed by the reporting Administrator.
- Must include explanation of due process provided to student.
- Must include a complete narrative of the alleged incident.
- Must be signed by a witness if applicable.

Exhibit #9: Broward District Schools Police Immediate Notification Form:

- Must be signed by the Reporting Administrator.
- **Must** include TERMS event number
- **Must include CASE NUMBER and local municipality if student was arrested, or if an incident report was generated by local law enforcement, relative to the incident.**
- This portion of the packet should also contain all evidence pertaining to the case including pictures, videos, prior substance documentation, substance test results, property receipts, Threat Assessment and others.

Exhibit #10: Special Investigative Unit Report (If Applicable):

- This is a copy of the actual report created by SIU.

Exhibit #11: Statement of the Student who committed the expellable Offense.

- Please make every effort to obtain a statement from the student who committed the expellable offense before the student is released to their parent/guardian or law enforcement.
- **DO NOT** attempt to coerce the student into providing a statement.
- **DO NOT** attempt to amend a statement that has been written by a student.
- **DO NOT** destroy or discard a statement that has been written by a student.

- If the student refuses to write a statement, then please document this in both your statement and on a student statement form within your Recommendation for Expulsion packet.
- The **handwritten student statement must be typed verbatim** on to an electronic statement form and submitted within the expulsion packet.
Both handwritten and typed versions of this statement must be submitted within the expulsion packet.
- The student statement **must be signed.**

Exhibit #12: Witness Statements:

- Must be **typed and signed.**
- **All handwritten witness statements provided must be typed verbatim** on to electronic statement forms within the Recommendation for Expulsion packet.
- **Both handwritten and typed versions of these statements must be submitted within the expulsion packet.**
- When taking witness statements, **please limit the amount of personal information** that is provided by and documented within the witness statements, as **final Expulsion Packets are mailed to the parents/guardians of students who are recommended for expulsion.**
- DO NOT attempt to coerce the student into writing a statement.
- **DO NOT** attempt to amend a statement that has been written by a student.
- **DO NOT** destroy or discard a statement that has been written by a student.

Exhibit #13: Student Code of Conduct Acknowledgement Form:

- This is a **MANDATORY DOCUMENT.**
- Must be for the current school year.
- Must be signed by both the student and their parent/guardian.
- If document for current school year is not available, then include most recent document.

Exhibit #14: Methods Used by School to Advise of Policy 5006 and Student Code of Conduct.

- This is a **MANDATORY DOCUMENT.**
- Evidence of methods used by school to advise the student and parents/guardians of the Code of Student Conduct and Policy 5006 must be included in Recommendation for Expulsion packet.

Exhibits #15, 16, and 17: TERMS Documentation:

- Submit **only** the TERMS panels pertaining to the **current incident.**
- The A24 panel **must** show the “**ER**” Code indicating recommendation for expulsion.

Exhibit #18: Child Study Review:

- Must be **typed and signed** by all members of the Child Study Team.
- Composition of Child Study Team should include the parties recommended on the form.

- Must designate whether or not comprehensive evaluation, or re-evaluation, is recommended based upon the student expellable behavior.

Exhibit # 19: PINNACLE GRADE SUMMARY REPORT, from the date of the incident must be submitted within the expulsion packet, as students should not be academically penalized for work missed due to the 10-day suspension associated with recommendation for expulsion.

Exhibit # 20: Alternative Probationary Contract:

- Only relevant when a student is being recommended for expulsion due to violation of a current APC that has been approved and signed through the Expulsion Office.
- **In this case, a copy of the APC that has been violated must be included within the expulsion packet.**

**GRADES AND EXAMS DURING THE
RECOMMENDATION FOR EXPULSION PROCESS**

When a student is suspended for 10 days and recommended for expulsion, grades are frozen from the date of the incident.

Students are entitled to, and should be provided opportunity to, make up work and assessments missed during the 10-day suspension associated with recommendation for expulsion.

The Expulsion Abeyance Office is housed within the Lauderdale Manors Early Learning and Community Resource Center, which is located at 1400 NW 14th Court in Ft. Lauderdale, FL, 33311.

It is our pleasure to assist you!

Please do not hesitate to contact us by phone (754-321-1670), fax (754-321-1697) or District email.

Expulsion Abeyance Office Staff:

Debra Kearns, Assistant Director

Sherine Davis, Guidance Counselor

Joyce Green, Clerical Assistant

Toni Rogers, Clerical Assistant