

STUDENT DISCIPLINE
(Superintendent Review/Hearing Preparation Checklist)

All information available regarding a disciplinary action must be forwarded to the superintendent when a suspension beyond ten (10) days or an expulsion is recommended. Such information includes, but is not limited to:

- Incident Report.
- Student=s disciplinary file.
- Student=s Special Education file, if applicable.
- All written statements by a) student, b) witnesses, c) employees.
- Law enforcement/School resource officer reports.
- Any physical evidence or pictures of physical evidence (e.g., pictures of vandalism, note containing threat by student, picture of or actual weapon).
- Any estimates of damage caused.
- Documentation of any contact with parents/guardian of a victim and information regarding extent of injury.
- Documentation/Notes of any verbal conversations with student or witnesses.
- Written recommendation by principal.
- Documentation of any contact with parents/guardian and summary of conversations.

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Note: *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: **December 19, 2007**

Revised:

Boonville R-I School District, Boonville, Missouri