

SUSPENSION AND EXPULSION PROCESS TIMELINE

DAY 1 (Initiation of Suspension)	
School Administrator Thinks Student Has Done Something That Warrants Suspension	<ul style="list-style-type: none"> School administrator believes student has done an action that school can or must respond to with suspension or expulsion under California law and (if applicable) district's Discipline Matrix
Pre-Suspension Informal Conference	<ul style="list-style-type: none"> Principal/administrator, student, parent/guardian, and relevant school staff must meet Discussion should cover: reason for suspension, evidence against the student, pre-suspension alternatives attempted Student should get to tell their side of story
Notice of Suspension	<ul style="list-style-type: none"> School must make reasonable effort to contact parent/guardian by phone or in person so they can attend the conference School can skip in emergencies: school must still send written notice of right to a conference within 2 days of suspension
WITHIN 1-5 SCHOOL DAYS (During Initial Suspension)	
Post-Suspension Written Notice	<ul style="list-style-type: none"> School must provide written notice to parent/guardian about reason for suspension
Extension of Suspension Conference and Expulsion Referral	<ul style="list-style-type: none"> School should meet with parent/guardian and student if they want to extend suspension for any reason, including pending an expulsion hearing School administrator may make expulsion referral to school board/district
WITHIN 10 DAYS OF INITIAL SUSPENSION	
Manifestation Determination Review (For Student with 504 Plan/ IEP/Suspected Disability)	<ul style="list-style-type: none"> Students with suspected/identified disabilities are entitled to this additional meeting before suspensions in the school year total over 10 days or expulsion referral Meeting to discuss if disability or failure to implement an IEP or 504 plan contributed to the underlying incident
10 CALENDAR DAYS BEFORE EXPULSION HEARING	
Notice of Expulsion Hearing	<ul style="list-style-type: none"> School must send notice of expulsion hearing to student and education right holder (often parent/guardian) Notice must include information about: <ul style="list-style-type: none"> hearing logistics why the student was referred for expulsion student's rights at the hearing, including access to evidence, right to put on a defense, and the opportunity to request postponement and appeal an unfair decision
BETWEEN EXPULSION REFERRAL AND EXPULSION HEARING	

*Provision of Evidence For Expulsion Hearing	<ul style="list-style-type: none"> • Student (through their education rights holder: often parent/guardian) may request copies of all documents school will use at the hearing • If student requests (through their education rights holder), school must provide within 5 days of request • *Not Mandatory Step
*Postponement of Expulsion Hearing Date	<ul style="list-style-type: none"> • Student (through their education rights holder: often parent/guardian) may move the hearing date once (up to 30 calendar days) if they request the postponement in writing • District may ask to move hearing date (up to 5 school days) with a “good excuse” • *Not Mandatory Step
WITHIN 30 SCHOOL DAYS OF INITIAL SUSPENSION	
Expulsion Hearing	<ul style="list-style-type: none"> • Run by district disciplinary panel or school board • School presents evidence • Student has right to: <ul style="list-style-type: none"> ▪ question school’s witnesses/challenge evidence ▪ attorney/community advocate ▪ present evidence in defense (witnesses, oral, written, photos, videos, support letters, etc.) ▪ Interpreter (if requested in advance) • Must be recorded by video, audio recording, or in writing
WITHIN 3 SCHOOL DAYS AFTER EXPULSION HEARING	
Disciplinary Panel Recommendation	<ul style="list-style-type: none"> • Panel (if hearing is not before school board) makes a recommendation to the school board regarding expulsion
WITHIN 10 SCHOOL DAYS AFTER EXPULSION HEARING	
School Board Decision Regarding Expulsion	<ul style="list-style-type: none"> • School board decides whether or not to expel student
Written Notice of Expulsion Order	<ul style="list-style-type: none"> • District sends written notice of final expulsion decision to student and parents/guardians • Notice must include: <ul style="list-style-type: none"> ▪ information about where student may receive education during expulsion ▪ right of the student to appeal decision