

PowerSchool Job Aid: Recommendation for Expulsion Form

The Recommendation for Expulsion form is required in accordance with the district's Discipline Policy. It must be faxed to the Placement and Appeal Office. This job aid will show you how to access the form in PowerSchool through Incident Management. **For additional information on district policy, please contact the Placement and Appeal Office at (619)725-5660.**

Implementation of Expulsion

1. **Immediately contact** the Placement and Appeal Office by telephone at (619) 725-5660 to report incident
2. **FAX** the following documents to the Placement and Appeal Office at (619) 298-3749
 - Expulsion Coversheet
 - Report on Suspension Form (completed and signed)
 - 4-page Recommendation for Expulsion 
 - PowerSchool or Zangle Detail Behavior Report (discipline referrals for elementary sites)
 - Written statement from the student recommended for expulsion
 - Written statement(s) from the victim(s) and witness(es)
3. **Call** the Placement and Appeal Office at (619) 725-5660 to confirm the fax was received.

Select Action: Recommendation for Expulsion in Incidents

The Suspension Report displays a legend indicating student behaviors that a Recommendation for Expulsion may be applied to. The incident in PowerSchool must include one of these corresponding behavior codes in order to access the Recommend for Expulsion button.

Imitation Firearms

☐ a. Possessed/sold/furnished a firearm ★

☐ b. Possessed/sold/furnished a knife ★

☐ c. Possessed/sold/furnished an explosive ★

☐ d. Possessed/sold/furnished dangerous object ★

☐ h. Brandished a knife ★

☐ i. Possessed, sold or furnished fireworks other than M80's or cherry bombs

☐ j. Possessed imitation firearm ★

03 Controlled/Prohibited Substances

☐ a. Possessed / Used / Under the Influence

☐ 1st offense ▲

☐ 2nd offense ▲

☐ 3rd+ offense ▲

☐ d. Sold (any amount) ★

☐ e. Possession of an amount for more than personal use ★

☐ h. Furnished (any amount) ★

09 Obscenity

☐ a. Obscene act

☐ b. Habitual profanity / vulgarity

10 Controlled-Substance Paraphernalia

☐ a. Unlawful possession ▲

☐ b. Unlawfully offered, arranged or negotiated to sell ▲

☐ school official (death or great bodily injury ONLY)

☐ school property (over \$1000)

☐ d. Bullying (including electronic acts)

17 Harassment (grades 4-12 only)

☐ a. Harassed, intimidated, or threatened pupil or district personnel

18 Hazing

☐ a. Hazing ★

Description of incident:

Date you interviewed the student:

Previous interventions attempted:

Date Prepared: By:

Parent/Guardian telephoned by:

PRINCIPAL SIGNATURE:

• Medical call School Police Services: 619-291-7678 / Event #:

★ **Principal must recommend expulsion, pursuant to Administrative Procedure 6295 and CA Education Code 48915**

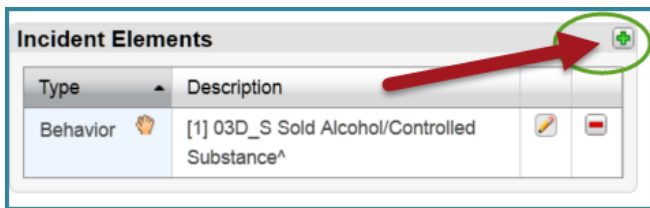
■ Principal may recommend expulsion, contact Placement and Appeal 619-725-5660

▲ Suspension Waiver: Principal may waive a portion or all of a suspension for specific substance violations. Refer to Substance Use Intervention Contract (22A4500)

ELEMENTARY: Principal may do an in lieu of expulsion for all offenses except for the following: 01h, 02a, 02c, 02h, and 03d

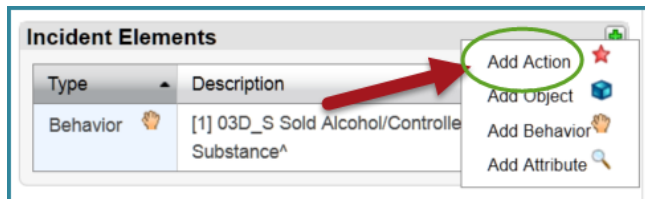
ORIGINAL TO: Parent/Guardian DUPLICATE TO: Cum File INPUT INTO POWERSCHOOL & MAIL TO PARENT WITHIN 24 HOURS FORM 22-R-2220 Revised 9/2014 23-17.5M903-1

1. Navigate to Incidents in PowerSchool:
 - Click **Special Functions** > click **Incident Management** > click **Create New Incident**
 - or
 - Select student name > click **Incidents** > click **Create New Incident**
2. Complete Incident information. Select the appropriate Behavior and Action, as well as an Object Code, if necessary. (For detailed instructions please refer to the Incident Management Handbook.)
3. To select Recommendation for Expulsion, click the **green plus icon** in Incident Elements.



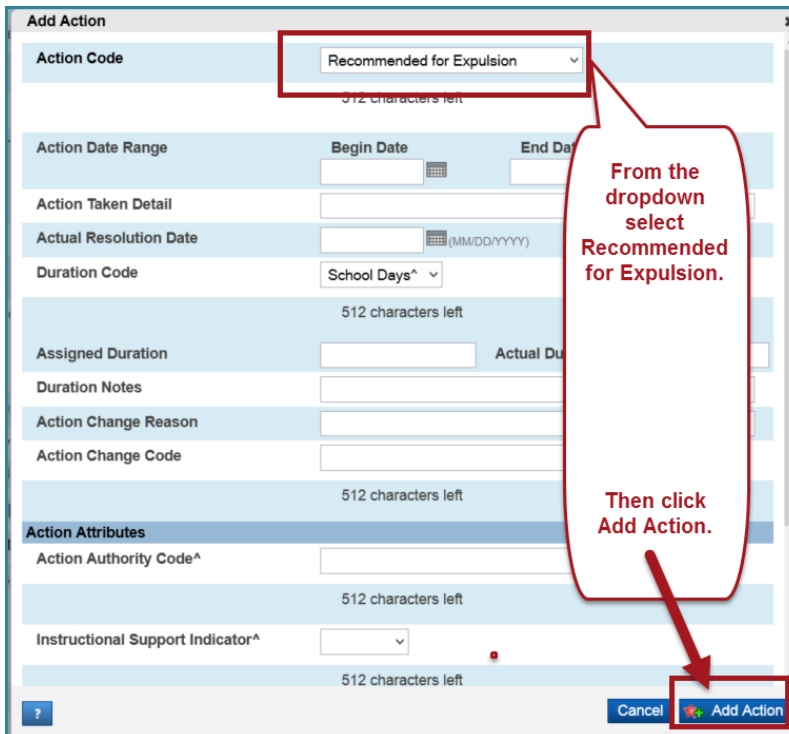
| Type | Description | | |
|----------|--|--|--|
| Behavior | [1] 03D_S Sold Alcohol/Controlled Substance^ | | |

- Click **Add Action**.



| Type | Description | | |
|----------|--|--|--|
| Behavior | [1] 03D_S Sold Alcohol/Controlled Substance^ | | |

- In the Action Code field, select **Recommended for Expulsion** from the dropdown options.



Add Action

Action Code: Recommended for Expulsion

Action Date Range: Begin Date: End Date:

Action Taken Detail:

Actual Resolution Date: (MM/DD/YYYY)

Duration Code: School Days^

Assigned Duration: Actual Duration:

Duration Notes:

Action Change Reason:

Action Change Code:

Action Attributes:

Action Authority Code^:

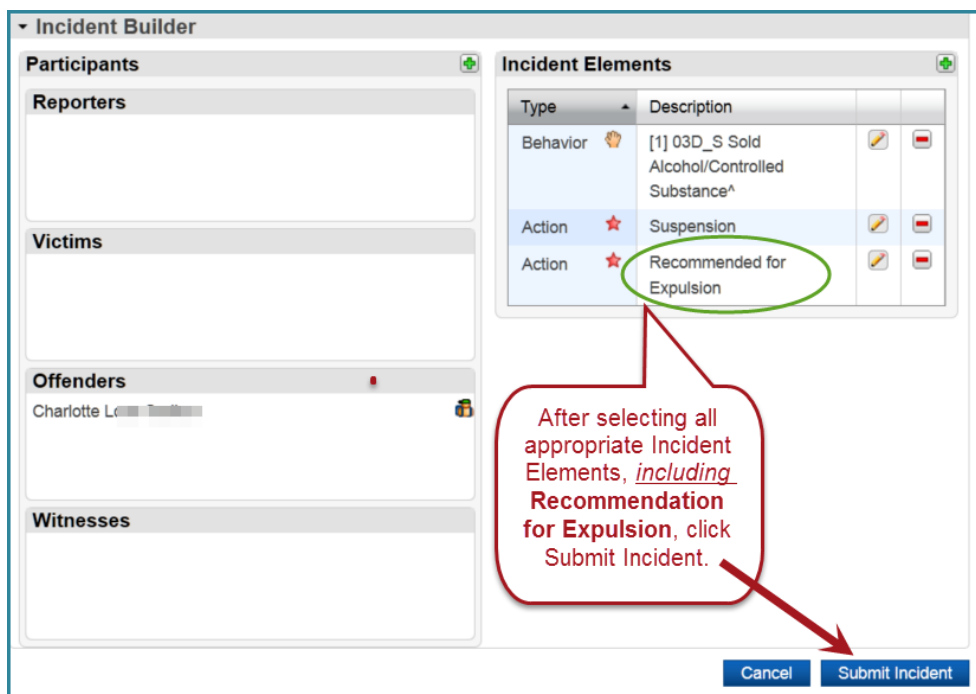
Instructional Support Indicator^:

Cancel Add Action

From the dropdown select Recommended for Expulsion.

Then click Add Action.

6. Click **Submit Incident**.



Incident Builder

Participants

Reporters

Victims

Offenders
Charlotte L. [Redacted]

Witnesses

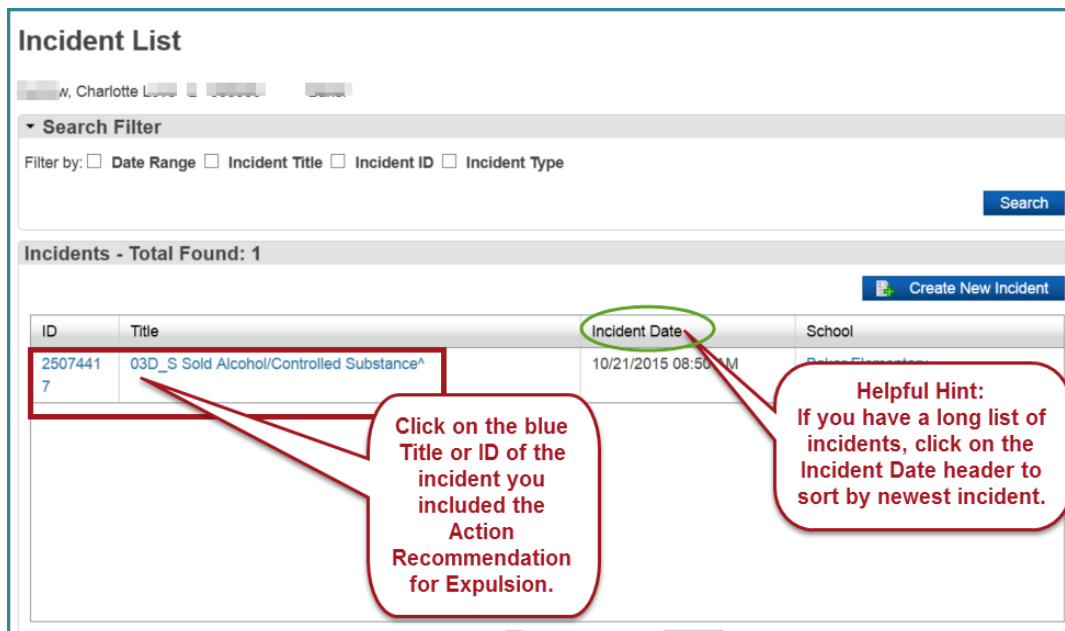
Incident Elements

| Type | Description | | |
|----------|--|--|--|
| Behavior | [1] 03D_S Sold Alcohol/Controlled Substance^ | | |
| Action | Suspension | | |
| Action | Recommended for Expulsion | | |

After selecting all appropriate Incident Elements, including Recommendation for Expulsion, click Submit Incident.

Cancel Submit Incident

7. After submitting the incident, your screen returns to the Incident List. Find and click on the incident to open.



Incident List

Charlotte L. [Redacted]

Search Filter

Filter by: ☐ Date Range ☐ Incident Title ☐ Incident ID ☐ Incident Type

Search

Incidents - Total Found: 1

Create New Incident

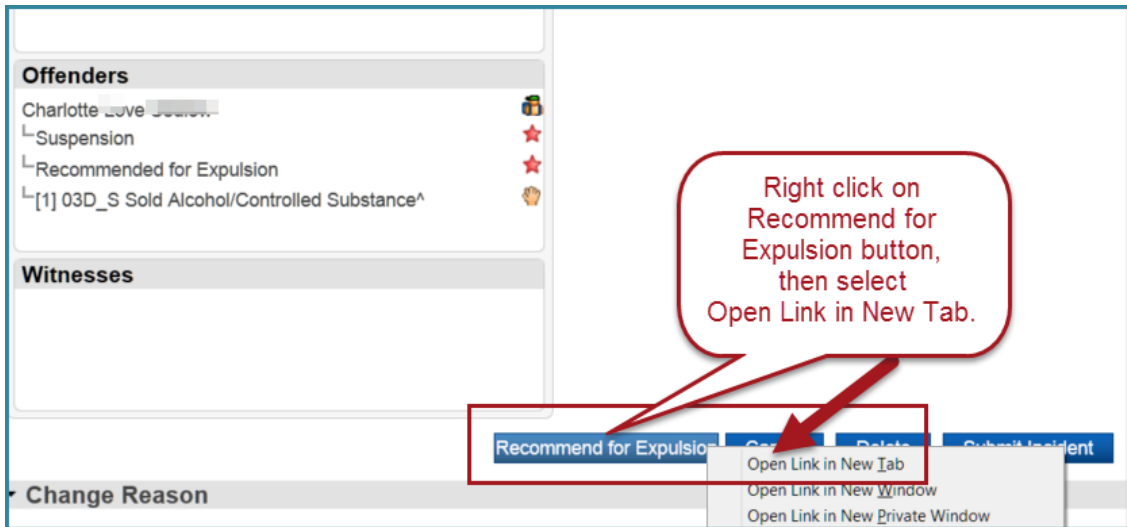
| ID | Title | Incident Date | School |
|----------|--|---------------------|-------------------|
| 25074417 | 03D_S Sold Alcohol/Controlled Substance^ | 10/21/2015 08:50 AM | Palmer Elementary |

Click on the blue Title or ID of the incident you included the Action Recommendation for Expulsion.

Helpful Hint: If you have a long list of incidents, click on the Incident Date header to sort by newest incident.

8. Scan to confirm you have selected the correct incident and scroll to the bottom to click **Recommend for Expulsion**.

Suggestion: Right click on your mouse over Recommendation for Expulsion and select Open Link in NEW Tab. This will allow you to toggle between the form and the incident in PowerSchool.



Print the Recommendation for Expulsion Form

Complete the form in its entirety and print immediately. *The form does not save in PowerSchool.* Follow SDUSD policy instructions from Placement and Appeal Office. All four (4) pages must be completed.

1. Complete all 4 pages of the form. Some information is auto-populated.

Recommendation for Expulsion Preferences

Sedillo, Charlotte Love 508000 Baker

In accordance with the district's Discipline Policy and pursuant to Expulsion Procedure 6295 this form needs to be completed and faxed to the Placement and Appeal Office. This should be implemented within two (2) days of a suspension concerning a "starred" item or recommendation for expulsion offense. Attach additional sheets if necessary. Please fax the following items to (619) 298-3749: Expulsion coversheet, Recommendation for Expulsion, Report on Suspension, Detail Behavior Report printout (discipline referrals for elementary sites), and any victim/witness statements.

NOTE: All four (4) pages must be fully completed and submitted to be considered for expulsion.

| | | | | | | |
|--|--|------------|------------|---------------|--|--|
| Student | | ite | STU# | | Ethnic Code | |
| Sex | | School | | Grade | | |
| Suspension Dates | | From | 10/22/2015 | To | 10/29/2015 | |
| Translator Needed? <input type="radio"/> YES or <input type="radio"/> NO If yes, what language? <input type="text"/> | | | | | | |
| Administrator | | Title | | | | |
| Special Education? | | No | 504? | | <input type="radio"/> YES OR <input checked="" type="radio"/> NO | |
| Foster Youth | | No | Homeless | | No | |
| (Complete the following as thoroughly as possible) | | | | | | |
| Date(s) the incident occurred | | 10/21/2015 | | Time 08:50 AM | | |
| Place incident occurred Bathroom Location description text field will auto populate to Recom | | | | | | |
| In narrative format, explain the events which resulted in the student's suspension | | | | | | |
| <div></div> | | | | | | |

Some fields are auto-populated from PowerSchool student data.

Complete all fields as thoroughly as possible.

2. The bottom of page 3 contains three detailed steps to complete. The phone number and fax for Placement and Appeal Office are included.

Page 3

INTERVENTION STEPS

The Education Code requires that schools first seek other means of correction in the form of interventions. Interventions are targeted supports designed to address and correct a student's specified misbehavior. Examples of interventions are:

- Staff-parent/guardian-student conference
- Referrals for counseling (in school or to an outside agency)
- Intervention-related teams to assess behavior, and develop and implement individualized plans to address the behavior (SST, RTI or IEP teams)
- Participation in a district intervention program
- Referral for a comprehensive psychosocial or psych educational assessment which may lead to an IEP or Section 504 Plan
- Prosocial behavior or anger management program
- Afterschool Program
- Community Service [EC 48900.6]

While school-wide discipline assemblies, classroom discussions regarding school/district rules and behavioral expectations and student handbook reviews are proactive measures for student success, they are not interventions.


In considering your recommendation for expulsion, the interventions that you have previously done on behalf of the student will affect the decision of whether or not to proceed to hearing.

Prior to recommending this expulsion, what intervention steps were implemented on behalf of the student (attach additional pages if necessary):

| Date | Intervention prior to incident |
|---|--------------------------------|
| <input type="text" value="(MM/DD/YYYY)"/> | <input type="text"/> |
| <input type="text" value="(MM/DD/YYYY)"/> | <input type="text"/> |
| <input type="text" value="(MM/DD/YYYY)"/> | <input type="text"/> |
| <input type="text" value="(MM/DD/YYYY)"/> | <input type="text"/> |
| <input type="text" value="(MM/DD/YYYY)"/> | <input type="text"/> |
| <input type="text" value="(MM/DD/YYYY)"/> | <input type="text"/> |

Implementation of Expulsion

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 - Written statement from the student recommended for expulsion
 - Written statement(s) from the victim(s) and witness(es)
3. **Call** the Placement and Appeal Office at (619) 725-5660 to confirm the fax was received.



Follow all steps to
Implementation of
Expulsion.

3. Complete all pages and click **Continue**.

Page 4

Discuss the interventions that were initiated with this student. Which were most effective in addressing behavior/social concerns? Why or why not? Be Specific

Be sure all 4 pages are complete. Then click Continue.

Continue

4. The Printing Instructions page will appear.

Printing Instructions

Selected page breaks and print options will be output when this page is printed. This instructional text will not be sent to the printer.

Note that due to browser differences, some browsers may fail to properly print this report. **For a list of supported browsers, consult the Hardware and Software Requirements for PowerSchool 7.x, available on PowerSource.**

Tips for printing:

- Turn on printing of backgrounds. Shading and colorations in this reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Turn **off** printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- It is advised that you use your browsers "Print Preview" feature to confirm that the output is correct prior to sending to the printer. **You may adjust text size using the text font size controls of your browser. You may also control landscape/portrait printing via your browser settings.** Doing so may fix cases where table cells end up spanning page breaks or where the report appears too small in the final output
- If this report contains a watermark, please verify your browser is set to print background images prior to printing the report

Also note that this report has been opened in a new window. Once done printing, close this window to return to your previous PowerSchool session.

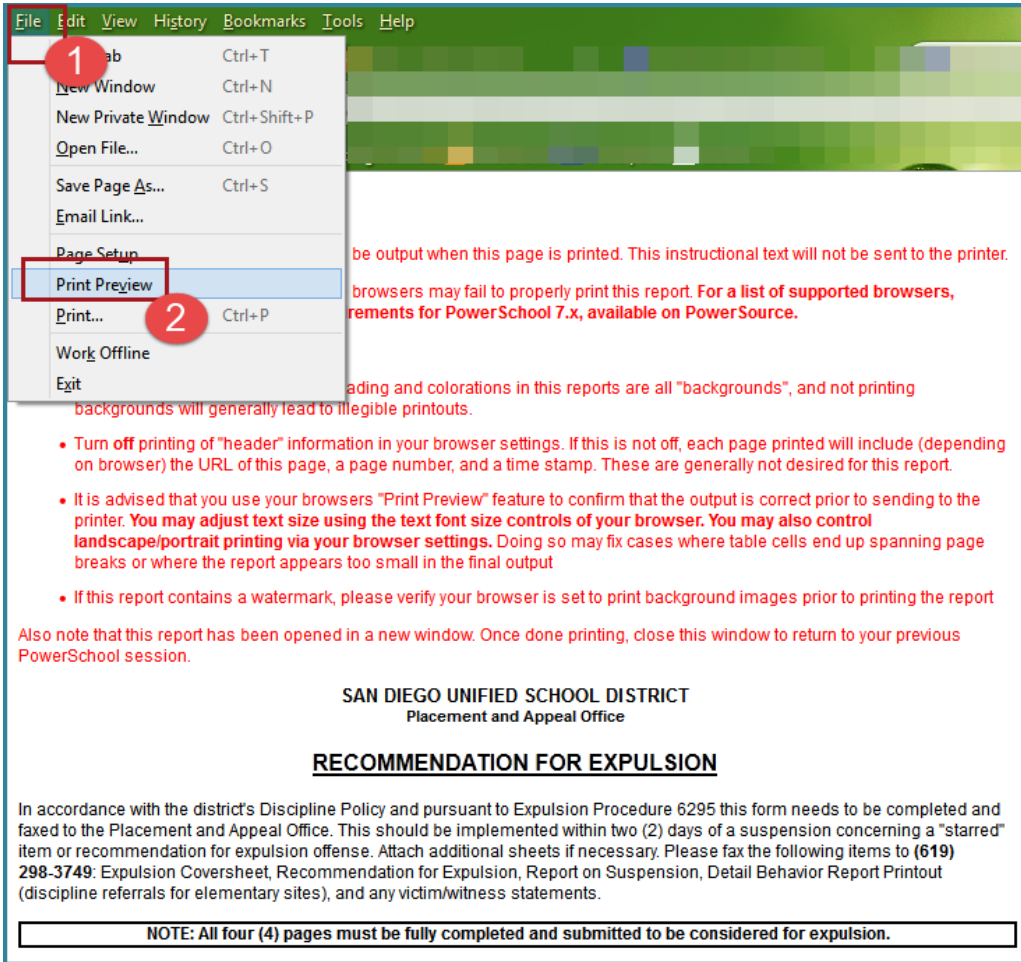
SAN DIEGO UNIFIED SCHOOL DISTRICT
Placement and Appeal Office

RECOMMENDATION FOR EXPULSION

In accordance with the district's Discipline Policy and pursuant to Expulsion Procedure 6295 this form needs to be completed and faxed to the Placement and Appeal Office. This should be implemented within two (2) days of a suspension concerning a "starred" item or recommendation for expulsion offense. Attach additional sheets if necessary. Please fax the following items to **(619) 298-3749**: Expulsion Coversheet, Recommendation for Expulsion, Report on Suspension, Detail Behavior Report Printout (discipline referrals for elementary sites), and any victim/witness statements.

NOTE: All four (4) pages must be fully completed and submitted to be considered for expulsion.

5. **File** in the top left corner of your screen and click **Print Preview**.



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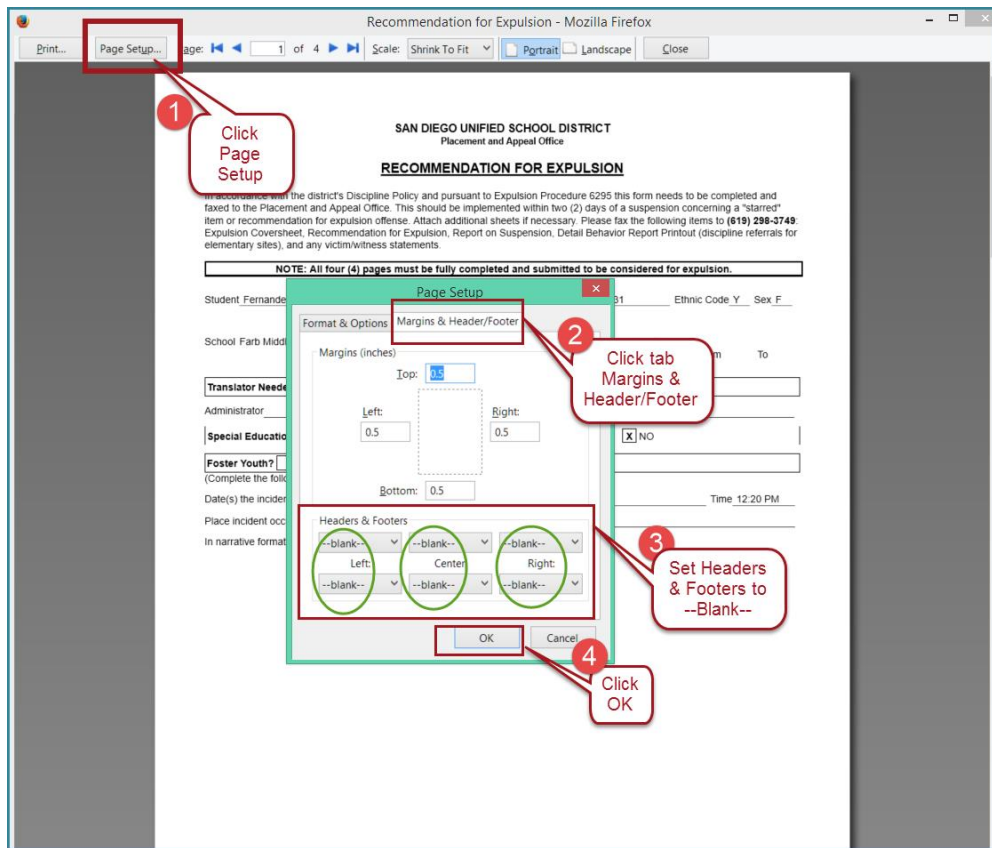
SAN DIEGO UNIFIED SCHOOL DISTRICT
Placement and Appeal Office

RECOMMENDATION FOR EXPULSION

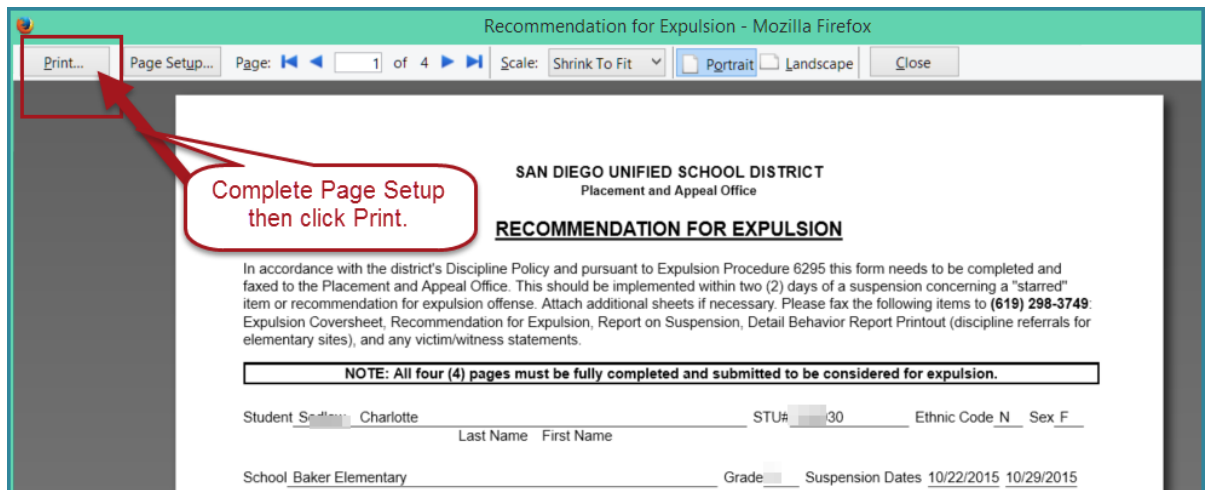
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6. Click **Page Setup**. Click tab for **Margins & Header/Footer**.
7. Set Header/Footer to Blank in drop downs. Then click **OK**.



8. After completing the Page Setup, click **Print**.



9. Click Close at the top right. This will close the Print Preview page and return you to the page tab for the Recommendation for Expulsion.

10. Close the tab to conclude the printing of the form.

PDF Option: If you choose, you may save an electronic PDF copy.

Go to File > Save File As > and select PDF from Save as Type dropdown > click Save.