

**Oakland Unified School District - Office of Charter Schools**  
**Reference Chart | Disciplinary and Expulsion Documentation Requirements**

When	What	Which Includes	Process
1st day of suspension	Notice of Suspension	Student name, date of offense, offense, length of suspension	Provide written or verbal notice to student/family
5th day of suspension	Notice of Extension to Suspension Pending Expulsion	Intention to continue the suspension, clarifying that the hearing will be scheduled	Provide written or verbal notice to student/family
10 days prior to expulsion hearing	Notice of Expulsion Hearing <sup>1</sup>	<ul style="list-style-type: none"> <li>• Date, time, location of the expulsion hearing</li> <li>• Due process rights of the student, incl. the right to appeal the scheduled date, to bring an attorney, to examine evidence</li> </ul>	<p>Provide written notice to student/family and Office of Charter Schools</p> <p>In the case of foster youth, also notify the student's attorney and the appropriate county child welfare agency</p>
Within 30 days of offense <sup>2</sup>	Expulsion Hearing <sup>3</sup>	Opportunity to present and examine evidence	Must be held before a neutral officer/disciplinary committee
Within 10 school days of expulsion hearing	Notice of Decision or Notice of Expulsion <sup>4</sup>	<p>If Notice of Expulsion, include:</p> <ul style="list-style-type: none"> <li>• Student's name</li> <li>• Action/offense and what policy/Ed Code was violated</li> <li>• Date and length of expulsion</li> <li>• School name</li> <li>• Due Process Rights</li> </ul>	<p>Notify student/family of decision</p> <p>Within 2 days of the decision, provide OCS with the expulsion letter, relevant documentation, transcripts and/or recordings and fill out the OCS Student Exit Form</p>
At time of Notice of Expulsion	Referral to Alternative Placement	<p>For in-district students, a referral to Attendance and Discipline Office (510-879-2483) for immediate intake and placement in a community day school</p> <p>For out-of-district students, a referral to the student's home district student assignment office</p>	<p>Notify student/family and OCS</p> <p>OCS will provide Attendance and Discipline Office with student's name and contact information as follow-up</p>

<sup>1</sup> For students with IEPs or 504 plans, a manifestation determination hearing prior to an expulsion hearing and within 10 days from the beginning of the suspension. At the manifestation hearing, members of the IEP team determine if the expellable offense was a manifestation of the student's disability and/or if the team was failing to implement the IEP/504 plan. In most cases, if either answer is yes, the student cannot be expelled. Parents/guardians must be present at the manifestation hearing.

<sup>2</sup> Hearing can be scheduled beyond the 30 day timeframe if mutually agreed upon by all parties.

<sup>3</sup> A Voluntary Stipulated Expulsion is an acceptable alternative to an expulsion hearing if all parties agree.

<sup>4</sup> Expulsions can be appealed at the county within 30 days of a Notice of Expulsion.