

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

When	What	Which Includes	Process
<b>1st day of suspension</b>	Notice of Suspension	Student name, date of offense, offense, length of suspension	Provide written or verbal notice to student/family
<b>5th day of suspension</b>	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
<b>10 days prior to expulsion hearing</b>	Notice of Expulsion Hearing <sup>1</sup>	<ul style="list-style-type: none"> <li>• Date, time, location of the expulsion hearing</li> <li>• A statement of the specific facts and charges upon which the proposed expulsion is based on</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 OCS</p> <p>In the case of foster youth, also notify the student's attorney and the appropriate county child welfare agency</p>
<b>Within 30 days of offense<sup>2</sup></b>	Expulsion Hearing <sup>3</sup>	Opportunity to present and examine evidence	Must be held before a neutral officer/disciplinary committee
<b>Within 10 school days of expulsion hearing</b>	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> <li>• A referral (including the name and contact information) of the student's home district student placement office (for Oakland residents – the Attendance and Discipline Office [510-879-2483])</li> </ul>	<p>Notify student/family of decision and refer student/family to the appropriate student placement office.</p> <p>If expulsion was <b>not</b> recommended, notify OCS of this update. If expulsion <b>was</b> recommended, refer to next steps below.</p>
<b>Within 2 school days of Expulsion Decision</b>	Expulsion and Enrollment Documentation	In the event of an expulsion, please refer to the OCS Student Discipline Policy above for a full list of required documentation.	<p><b>If the student is an Oakland resident</b>, all expulsion and enrollment documentation must be submitted to OCS and the OUSD Attendance and Discipline Team (contact information in OCS Student Discipline Policy above).</p> <p><b>If the student is NOT an Oakland resident</b>, expulsion documentation only must be submitted to OCS. Student/Family should be referred to student's home district student placement office for intake.</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.