

Campus Level Hearing Process

With triggering referral, Discipline Administrator will inform the parent/guardian that the campus will be moving forward with a recommendation for placement to DAEP. Provide them with Parental Rights (get signature) and pre-schedule a DAEP intake meeting with Gateway/Fowler. This meeting will be canceled if student is NOT placed.



Student has an IEP or 504 plan

- 504 – Hold Manifest Determination Evaluation
 - Special Education – Hold Manifest *Determination Review/Revision*
- (Must be held with 5 days prior written notice of triggering incident or parent agreement to waive five-day notice.)*

General Education Student

- Electronically submit all Campus Level Hearing Checklist Items to the Hearing Office.
- Once Hearing Office approves, schedule the Campus Level Hearing.

- At Campus Level Hearing do the following
 - Provide the guardian with hearing folder
 - Utilize Script and Record Meeting
 - Complete Campus Level Hearing Form

- Mail SSRS decision letter with dates to guardian
- Mail decision letter to JJAEP
- Ensure 07, 312 and 315 records are entered in ESchoolPlus
- Electronically send CLH form to Hearing Office
- Electronically send folder to Gateway/Fowler
- Add DAEP placement ribbon in ESchoolPlus
- Name Recording with student name and ID

If no link is determined

If link is determined

Unless drugs,
weapons, or
serious bodily
injury

STOP IF LINKED