

**ADMINISTRATIVE HEARING
PROCEDURE FOR HEARING OFFICER**

1. Complete the Administrative Hearing Participants form and dismiss ineligible attendees.
2. Open the hearing:
 - a. Hearing Officer state the date, time, place, his/her name, and the names of others in attendance.
 - b. State the charge or charges and the recommended suspension or other discipline.
 - c. Review purposes of the Hearing and responsibilities of the Hearing Officer.
 - d. Review the order of testimony.
 - e. Establish availability of planned witnesses.
3. Testimony of school administration: (repeat process for student)
 - a. Presentation of evidence by school administrators.
 - b. Witness testimony (if called).
 - c. Review of witness testimony (if not called).

The administration should review the testimony of persons interviewed during the investigation. Names may be omitted and witnesses identified by number.

 - d. Questions by representatives (parents, student, attorney, administration).
 - e. Questions by Hearing Officer.
4. Summary and Closure:
 - a. Submit any written documents to the Hearing Officer that have been used as evidence.
 - b. Remind the participants the Hearing Officer's role is to determine whether a long-term suspension and/or expulsion is warranted.
 - c. Inform participants of the next step in the process.

First Reading: 11-4-19
Second Reading: 12-9-19