

School Tribunal Hearing Checklist

FAIR

BEFORE

Complete prior to the tribunal hearing

Fairness
Advocacy
Individualized
Representation

Your first and last name: _____

Your role: ☐ Private Attorney

☐ GAA Referred Attorney

☐ Parent

☐ CASA

☐ DFCS case manager

☐ Education Support Monitor

☐ Foster parent

☐ Other (please specify): _____

Child's first and last name: _____

Child's preferred pronouns: _____

Child's system involvement: ☐ None

☐ DJJ or Juvenile Court

☐ Foster care or kinship placement

☐ Other (please specify): _____

Scheduled date/time of tribunal hearing as written on the school's notice: _____

Who received the written notice from the school that a tribunal hearing had been scheduled? (Check all that apply)

☐ Parent

☐ Legal Guardian

☐ Foster parent

☐ No one. I intend to raise the issue of "inadequate notice" at the tribunal hearing.

☐ Foster parent

☐ DFCS case manager

☐ Other (please specify): _____

Alleged violation of code of conduct as stated in the notice: (Check all that apply)

☐ Incivility/defiance

☐ Fighting

☐ Assault/battery

☐ Possession of drugs

☐ Sexual conduct

☐ Terroristic threats

☐ Weapons

☐ Other (please specify): _____

Have you reviewed the alleged violation in the school's code of conduct? Yes No

Have you had the opportunity to speak directly to the child about what happened? Yes No

If no, why not? _____

Who have you spoken with to prepare for this tribunal hearing? (Check all that apply)

☐ Georgia Appleseed

☐ Education Support Monitor (ESM)

☐ Child's parent or guardian

☐ DFCS supervisor

☐ Service provider (please specify): _____

☐ Other (please specify): _____

What documentation have you collected for the tribunal hearing? (Check all that apply)

☐ Child's most recent education records

☐ Child's disciplinary history

☐ Any special education documents (IEP, 504 plan, Behavioral Intervention Plan)

☐ Documentation of child's past or existing trauma

☐ Examples of child's good character & achievements

☐ Other (please specify): _____

Have you spoken with the school to negotiate alternatives to suspension/expulsion? Yes No

What discipline is the school recommending?

☐ Less than 1 semester of suspension

☐ 1 semester of suspension

☐ 2 semesters of suspension

☐ 3 semesters of suspension

☐ 4 semesters or more of suspension

☐ Expulsion (permanent removal from school district)

☐ Other (please specify): _____

☐ Unsure - I intend to ask the hearing officer at the tribunal hearing

Prior to the tribunal hearing, was a waiver to the tribunal hearing signed? Yes No

If yes, when was the waiver signed and who signed it? (Date and name) _____

Did the school provide grade-level instructional materials while the child awaits the tribunal hearing? Yes No

DURING**Please complete these questions during the tribunal hearing**

Date/time of tribunal hearing: _____

Who attended the tribunal hearing? (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Child | <input type="checkbox"/> DFCS case manager |
| <input type="checkbox"/> Child's parent | <input type="checkbox"/> DFCS supervisor |
| <input type="checkbox"/> Education Support Monitor | <input type="checkbox"/> Attorney (public defender or child advocate attorney) |
| <input type="checkbox"/> Foster parent | <input type="checkbox"/> Attorney assigned by Georgia Appleseed |
| <input type="checkbox"/> CASA | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Guardian ad litem | |

Did the child have the opportunity to speak during the tribunal hearing? Yes No

Did you have the opportunity to speak during the tribunal hearing? Yes No

Did you raise any of the following issues during the tribunal hearing? (Check all that apply)

- ☐ Inadequate notice of the tribunal hearing
- ☐ School's failure to have an HB855/Trauma Impact Meeting
- ☐ School's failure to have a Manifestation Meeting
- ☐ Other (please specify): _____

Did the hearing panel or officer find that the child violated the school's code of conduct? Yes No

What consequence did the hearing panel or officer impose?

- | | |
|---|---|
| <input type="checkbox"/> Less than one semester of suspension | <input type="checkbox"/> Four semesters or more of suspension |
| <input type="checkbox"/> One semester of suspension | <input type="checkbox"/> Expulsion (permanent removal from school district) |
| <input type="checkbox"/> Two semesters of suspension | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Three semesters of suspension | |

When will the child be permitted to return to school? (Enter date) _____

Do you anticipate the child will have a change of placement because of the discipline imposed? (Check any that apply)

- ☐ Home placement change
- ☐ School placement change
- ☐ Both home and school placement change

AFTER**Please complete these questions immediately after the hearing.**

Debrief with the child after the hearing to find out the following:

(1) Does the child feel the tribunal hearing process was fair?

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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(2) Does the child feel like the hearing officer or panel considered his/her/their side of the story?

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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(3) Overall, does the child feel treated with respect throughout this process?

Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
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FINAL**Please submit this form to: FAIR@gaappleseed.org**