

INFORMATION SHEET FOR DUE PROCESS HEARING PARTICIPANTS

This due process hearing will be conducted as follows:

- I. An electronic recording (voice or video) will be made of the entire hearing process. The recorder will be turned on as the hearing participants assemble.
- II. At the beginning of the hearing, the hearing examiner will explain the hearing procedure. If there are any questions regarding the hearing procedure, the hearing examiner will answer them at this time.
- III. An oath or affirmation will be administered to all those who testify.
- IV. A school official or representative will present information supporting the school charge or charges and proposed sanction other witnesses may also testify.
- V. The family or student's representative may question any school officials who testify and the information they present.
- VI. The student, family, or its representative will present any information they have relevant to the charge or charges and the proposed sanction. This would be the appropriate time for the student to give his/her account of the incident. Other witnesses may also testify.
- VII. The school official or representative will have an opportunity to question any witnesses who testify on behalf of the student and the information they present.
- VIII. The school official or representative will be given an opportunity to make a closing statement.
- IX. The family or its representative will be given an opportunity to make a closing statement.
- X. The hearing will be closed and the recorder will be turned off at the end of the hearing.
- XI. If a language interpreter, hearing devices, or other aids are needed please let the hearing examiner know in sufficient time prior to the hearing so that arrangements can be made.