



**Student Hearing and Placement Department
(SHPD-F001)**

Central Behavior Review Check List

- 1. Number each page of packet in numerical order in bottom right hand corner**
- 2. Complete the SST process (Plan must be implemented for no less than 4-6wks)**
- 3. Complete the Central Behavior Review Request (SHPD-F003) Form**
The school site Administrator identifies:
 - a) Education Code Violation initiating this Behavior Review
 - b) Identify the total number of days of out of school suspensions (minimum of at least 10 days)
 - c) Special Education Program, if applicable
 - d) Student demographic information is current
 - e) Completion of Purpose of Review with site recommendation
- 4. Call the SHPD Director to schedule an appointment**
- 5. School site Administrator notifies parents of Behavior Review appointment**
- 6. Place Central Behavior Review documents in the following order:**
 - a) Central Behavior Review Request Form (SHPD-F003)
 - b) Discipline Records (SASI/ Zangle report DIS01)
 - c) Copies of Suspension rev8 forms with signature
 - d) Pictures of evidence, if applicable
 - e) SST notes and plan
 - f) Completed Behavior Intervention Checklist (SHPD-F002)
 - g) Documentation of accommodations as stated on the Behavior Intervention Checklist (SHPD-F002), if applicable
 - h) Academic Data (e.g. report cards, transcripts, test scores, etc.)
 - i) Teacher(s) Progress Reports (SHPD-F004)
 - j) Attendance Data (Zangle/ SASI attendance reports, elementary ATD42 and secondary ATP13)
 - k) SART or SARB contracts
- 7. If Special Education student, additional documents are:**
 - a) IEP- completed within 12 months
 - b) Manifestation Determination
 - c) Positive Behavior Support Plan implementation for at least 4 to 6 weeks
- 8. Pull CUM, Health and Special Education files to be brought to the hearing**
- 9. Present four (4) copies of the packet which will be distributed in the following order:**
 - a) 1 (original) for the Director III of SHPD
 - b) 1 (copy) for the Director 1 of SHPD
 - c) 1 (copy) for the school site administrator
 - d) 1 (copy) for the parent(s) (omit all other students names)
- 10. Verify that statements made by teachers and school personnel are signed and dated**
- 11. Check for spelling, grammatical content and professional quality of all documents presented**

***Note: The school will arrange for a translator if the parent(s) are in need or if they request translation assistance**



Student Hearing and Placement Department (SHPD-F003)

5735 47th Avenue, Box 760A Sacramento, CA 95824

Public Line (916) 643-9425

Fax Number (916) 643-2125

*All Requested Information (blanks) must be completed

[X] CENTRAL BEHAVIOR REVIEW REQUEST

[] VIOLATION OF CONTRACT

School: CBA Elementary School EPAL Score: 5 DOB: 09/07/97
Student Number: 01234567 Ethnic Code: 700 Grade: 3 [X] Male [] Female
Student Name: John Smith Parent/Legal Guardian Name: Mary Smith
Address: 987 ABC Street City: Sacramento State: CA Zip Code: 91111
Home Telephone: 916 111-1111 Work Telephone: n/a Cellular Telephone: 916 222-2222

Special Education Program: [X] None [] DIS [] RSP [] SDC [] LD [] ED [] SH

Date of IEP: _____ If an alternative placement is going to be considered, does the IEP support it?
(attach copy) [] Yes [] No

504 Plan: [] Yes [] No If yes, date of initial plan: _____ Date of SST: _____
(attach copy) (attach copy)

Manifestation Determination: 01/09/08 Positive Behavior Plan or Functional Analysis: [] Yes [X] No
(attach copy) Date Plan was recommended: _____
(attach copy)

"Any Student receiving Special Education services and who is being considered for a Central Behavior Review at the SFSS Department must have a Positive Behavior Support Plan. The plan must have been in place prior to the referral to the SFSS Department, with sufficient time to demonstrate its effectiveness through documentation, i.e. 4-6 weeks."

Accumulative Days Suspended this School Year: 14 Number of Times Suspended this School Year: 6
(drop down field) (drop down field)

Education Code Violation(s) 48900: (1)
(drop down field)

[X] Behavior Review [] Violation of Contract

Brief description of incident: The purpose of this review is to determine if a more appropriate placement will mitigate the social emotional and behavioral concerns John exhibits. John's present behavior creates a safety issue at CBA Elementary School and attempts to modify his behavior have proved ineffective. His ongoing defiant disruptive, and malicious behavior is interfering with his education as well as causing enough disruption so as to violate other students' right to a safe educational environment.

Mary Garcia, Principal
Principal or Designee (Title)

Mary Garcia
Signature

04/10/06
Date

██████████ Elementary

04/19/07
16:01

Discipline Report

DISD 1
Page 1

<u>Student Name</u>	<u>Grade</u>	<u>Gender</u>	<u>Tit</u>	<u>Student ID</u>	<u>Enter Date</u>	<u>Leave Date</u>	<u>Subst</u>
██████████					09/06/06		
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Counselor</u>			
██████████	Sacramento	CA	95832				
<u>Parent/Guardian Name</u>	<u>Phone Number</u>						
██████████							

<u>No.</u>	<u>Inc Date</u>	<u>Description</u>	<u>Days</u>	<u>Hours</u>	<u>Exp Date/</u> <u>End Date</u>	<u>Action Taken By/</u> <u>Action Required By</u>	<u>Days</u>
1	12/06/04	Sec A1		2.0		██████████	0

4/05/05. Bus Citation. Gabriel was given a citation because when the bus driver is doing the crossover he doesn't sit by in his seat. He runs up and down the aisle, doesn't keep his hands behind his back, yells out the window at people. Brenden was given a warning. If the problem continues, he will be removed from the bus for 2 days.

2	02/01/05	Sec A1 Principal Suspension		2.0		██████████	0
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5/13/05. Truancy. Letter sent out from the district office. Was on a GAR Contract last school year.

3	02/18/05	Sec A1		2.0		██████████	0
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5/19/05. Truancy. Letter sent out by district office. GAR Title: Thursday, 5/25/05 @ 8:00 AM. Spoke with grandmother.

4	09/21/06	Sec A1 Warning					0
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In the morning Mrs. Garbana's mother came to me telling me that a boy had hit her child. She pointed to the child and I was Kyrion. I called Kyrion and he denied all accusations made against him. I later called on Mrs. for to identify the student and he too pointed at Kyrion as being the child who grabbed him by the collar and pushed him against the wall, and was saying that Mrs. for was wanting to see at his girlfriend.

Kyrion denied all accusations against in the office and was told that he would be closely watched and that if any further incidents or threats made to Mrs. for or any child would result in him getting suspended.

5	10/16/06	Sec A1 Principal Suspension		5.0			0
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Kyrion was fighting with another student. Failed to follow directions of administrator, unwilling to cooperate. Being given appropriate action in response to a directive, assault and battery on teacher attempting to stop fight.

6	12/18/06	Sec K Warning					0
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Kyrion was being defiant in class with sub. He was asked to put paper in his desk and he refused, he then was asked to get the paper to the sub and he too refused.

A call was made home but phone was disconnected. He sat in the office and worked on his math assignment.

SAMPLE

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
NOTICE OF SUSPENSION

TYPE OF SUSPENSION Administrative	SCHOOL NAME CBA Elementary School	DATE (m/d/yy) 3/27/06	
STUDENT NAME Last: Smith First: John	STUDENT ID 01234567	GENDER Male	GRADE 3
DATE OF BIRTH 9/7/97 ETHNIC CODE 700 - White not Hispanic	POLICE REPORT N/A REPORT NUMBER EXPULSION REVIEW Not Recomend		
PARENT CONFERENCE Held Via Phone SPOKE TO mother Date: 3/27/06 Time: 11:30 a.m.	MANDATORY RECOMMENDATION FOR EXPULSION is required by Ed. Code Section §48915(c) for the following offenses: c.1 Sale, possession or furnishing of a firearm c.2 Brandishing a knife at another person c.3 Selling a controlled substance c.4 Sexual assault or sexual battery c.5 Possession of explosives		
STUDENT CONFERENCE Held Date: 3/27/06 Time: 11:30 a.m. NOTICE OF SUSPENSION: Mailed Date: 3/27/06			
REASON(S) FOR SUSPENSION under Ed. Code Section §48900:			
Select One f - Damage to school/private property	N/A N/A		
A COPY OF EDUCATION CODE 48900 REASONS FOR SUSPENSION IS INCLUDED ON THE BACK OF THIS FORM			
DETAILS OF INCIDENT Date: 3/27/06 Time: 10:45 a.m.	INCIDENT LOCATION On Campus	REPORTING INCIDENT Name: Grace Bond Title: Teacher	
SUMMARY OF INCIDENT: John tore up another student's picture money check			
DATES SUSPENDED: Beginning: 3/28/06 Through: 3/30/06 To return on: 3/31/06 Number of days suspended for this offence: 3 Total number of days suspended this year including this one: 12			
Dear Parent(s)/Guardian(s): This suspension is in compliance with Education Code Section §48900. The suspension has been discussed with your student and he/she has been given an opportunity to explain his/her side of the incident. If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension. If you feel the suspension is inappropriate and have discussed your concerns with the school principal, you may appeal the suspension by contacting, in writing, the Student Hearing and Placement Department at 5735 47th Avenue, Sacramento, CA 95824. PLEASE NOTE: During the school day, your student shall not be on or near the school campus. Supervision is the responsibility of the parent/guardian during the suspension.			
SUSPENDED BY:			
Ms. Mary Garcia	Principal	(916) 123-4567	<i>Mary Garcia</i>
Name (Please Print)	Title	Telephone	Signature

Description of all suspendable offences:

- a.1 Fighting** - Caused, attempted to cause, or threatened to cause physical injury to another person.
- a.2 Battery** - Willfully used force or violence upon the person of another, except in self-defense.
- b. Possession of Weapon** - Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Alcohol/Intoxicant/Controlled Substance** - Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Look-Alike Controlled Substance** - Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Robbery/Extortion** - Committed or attempted to commit robbery or extortion.
- f. Damage to School/Private Property** - Caused or attempted to cause damage to school property or private property.
- g. Stealing School/Private Property** - Stolen or attempted to steal school property or private property.
- h. Tobacco** - Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Obscenity or Habitual Profanity** - Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawful Drug Paraphernalia** - Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disruption/Insubordination** - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Received Stolen Property** - Knowingly received stolen school property or private property.
- m. Imitation Firearm** - Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Sexual Assault/Battery** - Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed Witness** - Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawful Traffic/Possession of Drug "Soma"** - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Hazing** - Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Bullying** - Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- s. Aiding and/or Abetting** - A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- .2 Sexual Harassment** - (Grades 4-12) Committed sexual harassment as defined in Section 212.5.
- .3 Attempted, Threatened, Caused Hate Violence** - (Grades 4-12) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.
- .4 Created Intimidating or Hostile Environment** - (Grades 4-12) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- .7 Made a Terrorist Threat** - Made terrorist threats against school officials or school property, or both. (b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.



SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
NOTICE OF SUSPENSION

A COPY OF EDUCATION CODE 48900 REASONS FOR SUSPENSION IS INCLUDED ON THE BACK OF THIS FORM

DETAILS OF INCIDENT Date: 11/02/05 Time: 10:25 a.m.	INCIDENT LOCATION On Campus	REPORTING INCIDENT Name: Tracy Lee Title: Instructional Aide	
SUMMARY OF INCIDENT: John hit another student. Continual disruption and disrespect in the classroom and on the yard.			
DATES SUSPENDED: Beginning: 11/3/05 Through: 11/4/05 To return on: 11/7/05 Number of days suspended for this offence: 2 Total number of days suspended this year including this one: 2			
Dear Parent(s)/Guardian(s): This suspension is in compliance with Education Code Section §48900. The suspension has been discussed with your student and he/she has been given an opportunity to explain his/her side of the incident. If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension. If you feel the suspension is inappropriate and have discussed your concerns with the school principal, you may appeal the suspension by contacting, in writing, the Student Hearing and Placement Department at 5735 47th Avenue, Sacramento, CA 95824.			
PLEASE NOTE: During the school day, your student shall not be on or near the school campus. Supervision is the responsibility of the parent/guardian during the suspension.			
SUSPENDED BY:			
Ms. Mary Garcia	Principal	(916) 123-4567	<i>Mary Garcia</i>
Name (Please Print)	Title	Telephone	Signature

Description of all suspendable offences:

- a.1 Fighting** - Caused, attempted to cause, or threatened to cause physical injury to another person.
- a.2 Battery** - Willfully used force or violence upon the person of another, except in self-defense.
- b. Possession of Weapon** - Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Alcohol/Intoxicant/Controlled Substance** - Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Look-Alike Controlled Substance** - Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Robbery/Extortion** - Committed or attempted to commit robbery or extortion.
- f. Damage to School/Private Property** - Caused or attempted to cause damage to school property or private property.
- g. Stealing School/Private Property** - Stolen or attempted to steal school property or private property.
- h. Tobacco** - Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Obscenity or Habitual Profanity** - Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawful Drug Paraphernalia** - Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disruption/Insubordination** - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Received Stolen Property** - Knowingly received stolen school property or private property.
- m. Imitation Firearm** - Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Sexual Assault/Battery** - Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed Witness** - Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawful Traffic/Possession of Drug "Soma"** - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Hazing** - Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Bullying** - Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- s. Aiding and/or Abetting** - A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- .2 Sexual Harassment** - (Grades 4-12) Committed sexual harassment as defined in Section 212.5.
- .3 Attempted, Threatened, Caused Hate Violence** - (Grades 4-12) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.
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- .7 Made a Terrorist Threat** - Made terrorist threats against school officials or school property, or both. (b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
NOTICE OF SUSPENSION

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DETAILS OF INCIDENT	INCIDENT LOCATION	REPORTING INCIDENT	
Date: 11/18/05 Time: 9:00 a.m.	On Campus	Name: Shirley Booth	Title: Food Asst.
SUMMARY OF INCIDENT: John hit a female student in the back of the head in the cafeteria.			
DATES SUSPENDED:			
Beginning: 11/21/05 Through: 11/22/05 To return on: 11/28/05			
Number of days suspended for this offence: 2 Total number of days suspended this year including this one: 4			
Dear Parent(s)/Guardian(s):			
This suspension is in compliance with Education Code Section §48900. The suspension has been discussed with your student and he/she has been given an opportunity to explain his/her side of the incident.			
If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension. If you feel the suspension is inappropriate and have discussed your concerns with the school principal, you may appeal the suspension by contacting, in writing, the Student Hearing and Placement Department at 5735 47th Avenue, Sacramento, CA 95824.			
PLEASE NOTE: During the school day, your student shall not be on or near the school campus. Supervision is the responsibility of the parent/guardian during the suspension.			
SUSPENDED BY:			
Ms. Mary Garcia	Principal	(916) 123-4567	<i>Mary Garcia</i>
Name <i>(Please Print)</i>	Title	Telephone	Signature

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- .4 Created Intimidating or Hostile Environment** - (Grades 4-12) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
NOTICE OF SUSPENSION

A COPY OF EDUCATION CODE 48900 REASONS FOR SUSPENSION IS INCLUDED ON THE BACK OF THIS FORM

DETAILS OF INCIDENT Date: 01/23/06 Time: 8:45 a.m.	INCIDENT LOCATION On Campus	REPORTING INCIDENT Name: Grace Bond Title: Teacher	
SUMMARY OF INCIDENT: John was in possession of a look alike weapon.			
DATES SUSPENDED: Beginning: 01/24/06 Through: 01/26/06 To return on: 01/27/06			
Number of days suspended for this offence: 3 Total number of days suspended this year including this one: 7			
Dear Parent(s)/Guardian(s): This suspension is in compliance with Education Code Section §48900. The suspension has been discussed with your student and he/she has been given an opportunity to explain his/her side of the incident. If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension. If you feel the suspension is inappropriate and have discussed your concerns with the school principal, you may appeal the suspension by contacting, in writing, the Student Hearing and Placement Department at 5735 47th Avenue, Sacramento, CA 95824. PLEASE NOTE: During the school day, your student shall not be on or near the school campus. Supervision is the responsibility of the parent/guardian during the suspension.			
SUSPENDED BY:			
Ms. Mary Garcia	Principal	(916) 123-4567	<i>Mary Garcia</i>
<i>Name (Please Print)</i>	<i>Title</i>	<i>Telephone</i>	<i>Signature</i>

Description of all suspendable offences:

- a.1 Fighting** - Caused, attempted to cause, or threatened to cause physical injury to another person.
- a.2 Battery** - Willfully used force or violence upon the person of another, except in self-defense.
- b. Possession of Weapon** - Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Alcohol/Intoxicant/Controlled Substance** - Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Look-Alike Controlled Substance** - Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e. Robbery/Extortion** - Committed or attempted to commit robbery or extortion.
- f. Damage to School/Private Property** - Caused or attempted to cause damage to school property or private property.
- g. Stealing School/Private Property** - Stolen or attempted to steal school property or private property.
- h. Tobacco** - Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Obscenity or Habitual Profanity** - Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawful Drug Paraphernalia** - Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disruption/Insubordination** - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Received Stolen Property** - Knowingly received stolen school property or private property.
- m. Imitation Firearm** - Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Sexual Assault/Battery** - Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed Witness** - Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawful Traffic/Possession of Drug "Soma"** - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Hazing** - Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Bullying** - Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- s. Aiding and/or Abetting** - A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- .2 Sexual Harassment** - (Grades 4-12) Committed sexual harassment as defined in Section 212.5.
- .3 Attempted, Threatened, Caused Hate Violence** - (Grades 4-12) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.
- .4 Created Intimidating or Hostile Environment** - (Grades 4-12) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
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SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
NOTICE OF SUSPENSION

A COPY OF EDUCATION CODE 48900 REASONS FOR SUSPENSION IS INCLUDED ON THE BACK OF THIS FORM

DETAILS OF INCIDENT Date: 03/21/06 Time: 7:55 a.m.	INCIDENT LOCATION On Campus	REPORTING INCIDENT Name: Tim Jones Title: Custodian	
SUMMARY OF INCIDENT: John hit a female student 4 times, injuring her hand before the start of school.			
DATES SUSPENDED: Beginning: 03/21/06 Through: 03/22/06 To return on: 03/23/06 Number of days suspended for this offence: 2 Total number of days suspended this year including this one: 9			
Dear Parent(s)/Guardian(s): This suspension is in compliance with Education Code Section §48900. The suspension has been discussed with your student and he/she has been given an opportunity to explain his/her side of the incident. If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension. If you feel the suspension is inappropriate and have discussed your concerns with the school principal, you may appeal the suspension by contacting, in writing, the Student Hearing and Placement Department at 5735 47th Avenue, Sacramento, CA 95824. PLEASE NOTE: During the school day, your student shall not be on or near the school campus. Supervision is the responsibility of the parent/guardian during the suspension.			
SUSPENDED BY:			
Ms. Mary Garcia	Principal	(916) 123-4567	<i>Mary Garcia</i>
<i>Name (Please Print)</i>	<i>Title</i>	<i>Telephone</i>	<i>Signature</i>

Description of all suspendable offences:

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- a.2 Battery** - Willfully used force or violence upon the person of another, except in self-defense.
- b. Possession of Weapon** - Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Alcohol/Intoxicant/Controlled Substance** - Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
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- e. Robbery/Extortion** - Committed or attempted to commit robbery or extortion.
- f. Damage to School/Private Property** - Caused or attempted to cause damage to school property or private property.
- g. Stealing School/Private Property** - Stolen or attempted to steal school property or private property.
- h. Tobacco** - Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Obscenity or Habitual Profanity** - Committed an obscene act or engaged in habitual profanity or vulgarity.
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Student Study Team Information Sheet

Date: 10/7/05

Student's Name: John Smith

Date of Birth: 9/7/97

Male Female Grade: 3

Has student ever repeated a grade? Yes No If so, which grade: _____

Reason for Referral:

Behavior, focusing, and (possibly) problems in reading and spelling. Tears up homework when frustrated. (attached)

Academic Functioning: His skills are good but he said he has problems reading.

Behavior:

He is often in the office in the afternoons. It appears that his behavior has gotten worse this year. 1 Suspension - 5-31-05 brought potentially dangerous item to school.

Retention Consideration: _____

Attendance: Present Absent Tardy Total Days: 19 days

Background Information:

Language Spoken in the Home: English Number of Siblings: 1 brother at CBA Elementary

What Support Services are being Received:
Was receiving tutoring through Healthy Start last year

List any prior Special Education Services: n/a

List any Social Agency Involvement: none

Health Information:

Vision Hearing Health Problems: Allergic to grass

Additional Comments:

I ran this by Mr. Campbell and he agrees that an SST might be helpful.

Helen Greentree, Teacher



SST Coordinator Notification
for the
Student Study Team Meeting

Date _____
:

From: _____

To the teacher(s) of: _____

This student has been identified as being High Risk for the following reason(s):

- Academic
- Behavior
- Attendance
- Social

A meeting of the Student Study Team will be held on: _____

Retention consideration: Yes No

Please contact the site's Student Study Team Coordinator for more information. (SEE PAGE 33, B.P. 5123a)

Student Study Team

Teacher: Helen Greentree

School: CBA Elementary

Team: SST

Primary Language: English

Student: John Smith

Parent: Mary Smith

Grade: 3

D.O.B. 09/07/97

Male Female

STRENGTHS	KNOWN		CONCERNS (PRIORITIES)	QUESTIONS	STRATEGIES BRAINSTORM	ACTIONS (PRIORTIZE)	RESPONSIBILITY	
	INFORMATION	MODIFICATIONS					WHO?	WHEN?
<ul style="list-style-type: none"> • Smart 1-1 • Spirited • Leadership potential 	Low academic scores	Tutoring	Behavior	* Follow up at home	Behavior contract	Behavior contract	Principal	ASAP
	Behavior	Healthy Start Referral	Attendance	Supervision on weekends	SART contract	SART contract	Principal	ASAP
	On probation for issues during the summer	Parent contacts	Frustration	Bored	Saturday School			
	Older brother who attends same school picks on John		Stealing	Anger and impulse issues	Shortened day	Project SAVE	Principal	
					Project SAVE referral	Modified day	FOLLOW-UP DATE: January 2006	
					Access referral for anger managements			



Student Hearing and Placement Department (SHPD-F002)

Behavior Intervention Checklist

(Check one)

- Behavior Review/Violation of Contract, Pre Expulsion/Expulsion, SARB and Behavior, SARB, SARB Violation of Contract

DOCUMENTATION MUST BE PROVIDED

School Site: CBA Elementary School, Student Name: John Smith, Date Completed: Student Number: 01234567, Grade: 3, Ethnicity: 700, DOB: 09/07/97

Referral to School Study Team (Student Success Team) at school site: Date: 11/04/07, 504 Plan: Date: Special Education - Manifestation Determination Meeting: Date: Special Education - Positive Behavior Support Plan: Date: or Special Education - Functional Analysis: Date: Special Education - Current IEP (12 months): Date:

Other Student Support Strategies (may not be available at all sites)

At least 5 interventions must be checked and verified with attached documentation.

Behavior Review, Character Education, Conference: Parent, Student, Conflict Resolution, Counseling: Agency, Date referred, Extended Day, Detention: Morning, Lunch, After-School, Healthy Start: Date referred 04-05 school year, Home Visit(s), Involuntary Placement, Mentoring, Parent attend portion of school day, Peer Court, SARB (School Attendance Review Board): date of SARB, SART (Student Attendance Review Team): date of SART, Referrals to Community Agency: Project SAVE, 02/06/06, Referral to Community Resources: where referred, date referred, Saturday School, Shortened Day, Site Level Behavior Contract, Suspension: In-House, Principal, Teacher, Time Out Buddies; loss of recess (elementary), Transfer Classes, Voluntary Short Term Independent Study, Other: Parent did not attend school with student

Student: John Smith

School: CBA Elementary School

Teacher: Ms. Crabtree

Birthdate: 11/02/96 School Year: 06-07

Trimester Attendance	1 st	2 nd	3 rd
Days enrolled	<u>60</u>	<u>60</u>	<u>60</u>
Days absent	<u>18</u>	<u>30</u>	<u>26</u>
Days tardy	<u>6</u>	<u>10</u>	<u>15</u>

Program Services

GATE RSP Speech

Special Day Class, Type: _____

Primary Language Instruction

English Language Development

Other: _____

English Learner's English Proficiency Level

Trimester			
1 st	2 nd	3 rd	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Beginning; EPALL Level 1-3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Early Intermediate; EPALL Level 4-5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intermediate; EPALL Level 6-7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Early Advanced; EPALL Level 8-9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced; EPALL Level 10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Redesignated

LANGUAGE ARTS STANDARDS	Trimester			MATHMATICS STANDARDS	Trimester		
	1 st	2 nd	3 rd		1 st	2 nd	3 rd
READING							
➤ Word Analysis, Fluency, and Systematic Vocabulary Development	2	2	2	➤ NUMBER SENSE	2	2	2
• Concepts About Print	<u>N</u>	<u>N</u>	<u>N</u>	• Understand the relationship between numbers and quantities	<u>N</u>	<u>N</u>	<u>N</u>
• Phonemic Awareness	<u>N</u>	<u>N</u>	<u>N</u>	• Understand and describe simple additions and subtractions	<u>N</u>	<u>N</u>	<u>N</u>
• Decoding and Word Recognition	<u>N</u>	<u>N</u>	<u>N</u>	• Use estimation strategies in computation and problem solving that involve numbers that use the ones and tens places	<u>N</u>	<u>N</u>	<u>N</u>
• Vocabulary and Concept Development	<u>N</u>	<u>N</u>	<u>N</u>	➤ Algebra and Functions	2	2	2
➤ Reading Comprehension	2	2	2	• Sort and classify objects	<u>N</u>	<u>N</u>	<u>N</u>
• Structural Features of Information Materials	<u>N</u>	<u>N</u>	<u>N</u>	➤ Measurement and Geometry	2	2	2
• Comprehension & Analysis of Grade-Level-Appropriate Text	<u>N</u>	<u>N</u>	<u>N</u>	• Understand the concept of time and units to measure it; such as length, weight, and capacity	<u>N</u>	<u>N</u>	<u>N</u>
➤ Literary Response and Analysis	2	2	2	• Identify common objects in their environment and describe the geometric features	<u>N</u>	<u>N</u>	<u>N</u>
• Narrative Analysis of Grade-Level-Appropriate Text	<u>N</u>	<u>N</u>	<u>N</u>	➤ Statistics, Data Analysis, and Probability	2	2	2
WRITING				• Collect information about objects and events in their environment	<u>N</u>	<u>N</u>	<u>N</u>
➤ Writing Strategies	2	2	2	➤ Mathematical Reasoning	2	2	2
• Organization and Focus	<u>N</u>	<u>N</u>	<u>N</u>	• Make decisions about how to set up a problem	<u>N</u>	<u>N</u>	<u>N</u>
• Penmanship	<u>N</u>	<u>N</u>	<u>N</u>	• Solve problems in reasonable ways and justify their reasoning	<u>N</u>	<u>N</u>	<u>N</u>
WRITTEN AND ORAL LANGUAGE CONVENTIONS							
➤ Written and Oral Language Conventions	2	2	2				
• Sentence Structure	<u>N</u>	<u>N</u>	<u>N</u>				
• Spelling	<u>N</u>	<u>N</u>	<u>N</u>				
➤ Written and Oral Language Conventions							

STANDARDS

Each standard is marked with a proficiency rating. Marks are based on Kindergarten grade-level standards and skills that are expected to be mastered by the end of the year.

5 Advanced: comprehensive mastery

4 Proficient: mastery

3 Basic: developing mastery

2 Below Basic: lack of mastery

1 Far Below Basic: serious lack of mastery

Optional markings may be used to indicate progress of the substrands toward mastery.

"O" for Outstanding, "S" for Satisfactory, "N" Needs Improvement

Student Name			Continuous Guidance Report Sacramento City U S D		School Name/Address	
Student ID	Grade 11	Gender M			High School Blvd Sacramento, CA 95818	
Birth Place Santa Rosa		Date Of Birth	Enter Date:	09/08/04	Tel:	916- [REDACTED] Fax:
Parent Guardian			Leave Date:	[REDACTED]	Counselor:	
Sacramento, CA 95820			Class Of:	2008		
916- [REDACTED]			State ID:	[REDACTED]		

Crs ID	Course Title	Mark	Credit	Crs ID	Course Title	Mark	Credit	GPA Summary					
C K McClatchy High School Grd 09 11/2004	PFF200 N FRSH/SOPH P.E.	F		C K McClatchy High School Grd 10 6/2006	BZS008 P ART 2 P	D	5.000	Academic GPA:	1.20				
Crd Att: 2.500 Cmp: 0.000 Total GPA: 0.00				PRS202 N P.E./RECREATION	F			Total GPA:	0.94				
C K McClatchy High School Grd 09 1/2005	GSS221 SPAN SP SPEAK 1 P	D	5.000	ZBS104 ALG 104	D	5.000		CSU GPA:	0.73				
PFF200 N FRSH/SOPH P.E.	F			ZES221 ENG 10 2	F			Honors GPA:	1.20				
ZBS101 ALG 101	C	5.000		ZIS200 WORLD HISTORY	D	5.000		Credit Summary - High School					
ZES210 ENG 9 1	D	5.000		ZLS200 LIFE SCI	F			Subject Area	Req	Cmp	Def		
ZQS202 PHY SCI	B	5.000		Crd Att: 27.500 Cmp: 15.000 Total GPA: 0.50				A Economics	5.000	0.000	5.000		
ZWS200 VOC SURVEY	A	5.000		C K McClatchy High School Grd 11 11/2006	PRF202 N P.E./RECREATION	F		B English 09	10.000	10.000			
Crd Att: 27.500 Cmp: 25.000 Total GPA: 1.83				Crd Att: 2.500 Cmp: 0.000 Total GPA: 0.00				C English 10	10.000	5.000	5.000		
C K McClatchy High School Grd 09 4/2005	PFS200 N FRSH.SOPH P.E.	F		C K McClatchy High School Grd 11 1/2007	**ODST Withdrawal Grades			D English 11	10.000	0.000	10.000		
Crd Att: 2.500 Cmp: 0.000 Total GPA: 0.00				EZS303 P ENG 11 1 P	F			E English 12	10.000	0.000	10.000		
C K McClatchy High School Grd 09 6/2005	GSS222 SPAN SP SPEAK 2 P	C	5.000	KZS001 BGN CRAFTS 1	F			F English Elective	0.000	0.000			
PFF200 N FRSH.SOPH P.E.	F			MAS001 P 1 YR ALG 1 P	F			G Fine Arts	10.000	10.000			
ZBS102 ALG 102	D	5.000		PRF202 N P.E./RECREATION	F			H Algebra	10.000	10.000			
ZES211 ENG 9 2	D	5.000		QBS281 P BIOLOGY 1 P	F			I Geometry	10.000	0.000	10.000		
ZGS128 GEO/CGI 2	B	5.000		SHS201 P U.S. HIST 1 P	F			J Mathematics	0.000	0.000			
ZQS202 PHY SCI	D	5.000		Crd Att: 0.000 Cmp: 0.000 Total GPA: 0.00				K Physical Education	20.000	5.000	15.000		
Crd Att: 27.500 Cmp: 25.000 Total GPA: 1.33				Work In Progress				L Physical Science	10.000	10.000			
C K McClatchy High School Grd 10 11/2005	PRS202 N P.E./RECREATION	D	2.500	Crs ID	Course Title	1Q	1S	3Q	2S	M Life Science	10.000	0.000	10.000
Crd Att: 2.500 Cmp: 2.500 Total GPA: 1.00				SH*21C U.S.HIST 1P(DS)	F					N Geography	5.000	0.000	5.000
C K McClatchy High School Grd 10 1/2006	PRF202 P E/RECREATION	F		KZS001 BGN CRAFTS 1	D					O Contemporary Global Iss	5.000	5.000	
				EZ*30D Eng 11 1P(DS)	F					P World History	10.000	10.000	
				QB*21B BIOLOGY 1P(DS)	F					Q US History	10.000	0.000	10.000
				PRF202 P E/RECREATION	F					R US Government	5.000	0.000	5.000
										S World Language	10.000	10.000	
										Z General Electives	65.000	15.000	50.000
										-----Total Credits-----	225.000	90.000	135.000

SAMPLE



**Student Hearing and Placement Department
(SHPD-F004)
Teacher's Progress Report**

*** All Requested Information (blanks) must be completed**

Date: 4/22/07 Teacher Name: Mrs. Smith
 Student Name: John Smith Period: 1
 Subject: Algebra I Special Education: Yes No

A District hearing is scheduled for the above named student who is enrolled in your class. Your input will be appreciated and of significant value to the outcome of the meeting. It would be most helpful if you would complete the following information and return it to me by 4/27/07.

Semester: Fall Spring
 Attendance: Excused Absences 9 Tardies 11 Truancies 39
 Present Grade: D- Citizenship: D

	Usually	Sometimes	Rarely
Attentive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works well during study period	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Participates in class activities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turns in required assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brings appropriate classroom supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cooperates with teacher's requests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior conforms to classroom rules	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Avoids talking excessively and out of turn ..	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Displays respect towards other students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reminder: State facts only

Parental/Guardian Contact – (Please Describe)

9/29/06 - Called parent - John not turning in homework. 11/6/06 - Spoke to dad about John's talking in class while other student's are working.

Student Conduct:

Capable student when on task - Talks excessively during class

Comments:

John could do well with some tutoring, possibkly after school. Turning in his homework woul bring up his current grade.

Teacher's signature Samatha Smith

SAMPLE

04/20/07
11:18

██████████ Elementary
STUDENT ATTENDANCE

ATD42
Page 1

From 09/04/06 Thru 04/20/07

Student: ██████████ Grade: █████ Teacher: 9 ██████████

Mth	Date	Mon	Tue	Wed	Thu	Fri	Date	Mon	Tue	Wed	Thu	Fri	Date	Mon	Tue	Wed	Thu	Fri	Date	Mon	Tue	Wed	Thu	Fri
1	09/04	N/E	N/E	-	-	-	09/11	-	TDY	-	-	-	09/18	-	-	<30	<30	<30	09/25	-	-	<30	-	<30
2	10/02	<30	<30	-	-	<30	10/09	<30	<30	UNX	-	-	10/16	-	-	<30	<30	SUS	10/23	SUS	TDY	-	-	<30
3	10/30	-	-	-	-	ABS	11/06	-	-	-	-	HOL	11/13	-	-	-	-	-	11/20	<30	-	HOL	HOL	HOL
4	11/27	-	-	-	-	-	12/04	-	-	-	-	-	12/11	<30	-	-	<30	-	12/18	-	-	-	-	-
5	12/25	HOL	HOL	HOL	HOL	HOL	01/01	N/E	N/E	N/E	N/E	N/E	01/08	-	-	TDY	TDY	UNX	01/15	HOL	-	-	-	SUS
6	01/22	SUS	SUS	SUS	SUS	<30	01/29	-	-	<30	-	-	02/05	-	<30	TDY	-	<30	02/12	HOL	-	-	-	SUS
7	02/19	HOL	SUS	SUS	-	-	02/26	-	-	-	-	<30	03/05	-	-	-	-	-	03/12	<30	<30	TDY	ABS	<30
8	03/19	-	ABS	ABS	ABS	<30	03/26	-	-	-	<30	UNX	04/02	HOL	HOL	HOL	HOL	HOL	04/09	-	UNX	<30	-	-
9	04/16	-	-	<30	-	-																		

Days Enrolled: 141 Days Present: 122 Excused Absences: 5 Unexcused Absences: 14

Totals For Each Reason Code:

ABS	CNS	EDS	EXT	INS	SAT	OTH	PRS	SUS	TDY	UNX	VP	TRT	<30
5	0	0	0	0	0	0	0	10	6	4	0	0	28

SAMPLE

**Sacramento City Unified School District
Student Attendance Review Team (SART)
Attendance Improvement Agreement (SHPD-F021)**

Student Number: 88888888

Your child, John Smith, was reclassified as a habitual truant and/or as having excessive excused absences on 12/11/07 (date of 3rd letter). The CBA Elementary School Student Attendance Review Team (SART) believes that John Smith a student in the 3rd grade will benefit from the directives of this attendance agreement.

Elementary schools only: Total absences (include truant tardies) 2 days Secondary schools only: Total period absences 39 days

List all Interventions prior to SART Meeting:

List new Interventions as a result of this SART Agreement:

Intervention:	Date:	Intervention:	Date:
Held SST (Student Study Team)	10/5/08	Refer to La Familia Counseling	
Made refer for tutoring	10/8/08	Refer John to CSUS after school program	
Conference with Mother	12/7/08	Refer parents to Parent Project (junior)	

In accordance with this agreement the student shall:

- Attend school each day school is in session, (including the 2009 - 2010 school year).
- Arrive to school on time and remain in class for the full time assigned.
- Follow all school rules and complete all assigned schoolwork.
- Report to Susan Brown (front office) daily as directed.
- Attend Saturday School as assigned.
- Attend Summer School.

In accordance with this agreement the parent(s)/guardian(s) shall:

- Acknowledge that it is your legal responsibility to see that your child arrives to school on time and attends the full day.
- Attend all meetings and conferences concerning your child.
- Escort and/or attend school with your child if directed by a school administrator. (Education Code 48900.1 and 48910).
- Obtain medical notes from a doctor when your child is absent.
- Participate and follow through with counseling recommendations until counselor feels services are no longer required.
- Attend and participate in the Parent Project Program and send a copy of achievement as proof of attendance to principal.

In accordance with this agreement the school shall:

- Keep the student's record of attendance current, accurate and available on a daily basis.
- Arrange for counseling for the student and/or family.
- Arrange for testing to determine appropriate placement.
- Report failure to follow these directives to the district School Attendance Review Board (SARB) for further action.

We encourage the student and parent/guardian to be active participants in this team effort to support with the improvement of attendance. Our ultimate goal is to see Michael Jones graduate from school and become a productive and successful adult. Without your cooperation the only other alternative will be to refer this matter to the district SARB who may refer this matter to the District Attorney's Office for prosecution pursuant to Penal Code 272 (contributing to the delinquency of a minor).

I have read and understand the severity of this issue and agree to the recommendations stated in this Attendance Improvement Agreement.

<u>John Jones</u> Parent/Guardian Signature	<u>4 / 22 / 66</u> Birthdate	<u>N3333333</u> CA Driver's Lic./CA ID. #	<u>000-11-2222</u> Social Security #
<u>Debra Jones</u> Parent/Guardian Signature	<u>9 / 9 / 69</u> Birthdate	<u>A2222222</u> CA Driver's Lic./CA ID. #	<u>111-33-2222</u> Social Security #
<u>John Smith</u> Student Signature	<u>11 / 2 / 96</u> Birthdate	<u>N/A</u> CA Driver's Lic./CA ID. #	<u></u> Social Security #

SART Panel (PRINT NAME LEGIBLE):

Print Name/Signature	Title	Print Name/Signature	Title
1) <u>JoAnne Ledbetter</u> <i>JoAnne Ledbetter</i>	SART Facilitator Principal	4) _____	
2) <u>Susan Brown</u> <i>Susan Brown</i>	Clerk II	5) _____	
3) <u>Daniel Sanchez</u> <i>Daniel Sanchez</i>	Assistant Principal	6) _____	

Date of SART meeting

12/20/08

Minutes spent on SART meeting

45 minutes

Must be filled in

Must be filled in

cc: Cum folder, Student Hearing and Placement Department (Box 760), Juvenile Court (if required by terms of probation).