



**Student Hearing and Placement Department  
(SHPD-F005)**

**Expulsion Request Procedures**

**Note:** Please use white paper for all Expulsion paperwork. These are for Board Presentation, so all forms must be both typed and signed.

**I. Notification of Pre-Expulsion Hearing**

The principal or his/her designee must contact the SHPD Directors directly to schedule an appointment on the first day of suspension. Pre-Expulsion Hearings must be scheduled with SHPD within five (5) days of the student's removal from instruction by suspension. SHPD will notify parent/guardian regarding date, time, and location of meeting.

**Note:** Please keep documentation of all contacts made.

**II. Request for Expulsion - (SHPD-F006)**

The school site Administrator identifies:

- a) Education Code Violation initiating this Expulsion request
- b) Special Education Program, if applicable
- c) Student demographic information is current
- d) Completion of factual findings

**III. Critical Incident Memorandum – (SHPD-F007)**

**Note:** **Principal** must sign and date document before submitting to SHPD. This form is a detailed account of the incident you are requesting expulsion for. It contains sections A. through F. The requesting school must complete each section.

**Heading** contains the following; Date of the Memo, To, From, Prepared by, RE and student's name.

**SECTIONS** require the following information:

**A. Incident**

1. Details of the event; specify time, date, place location. Cite specific individuals responding to the incident and results of administrative investigation.
2. Cite specific individual responsible for behavior(s). This includes suspect students, witnesses to the events, staff, students and others.
3. Cite technical support evidence i.e. "a police report taken...the item was confiscated...etc."
4. **Careful** detail of student's parent-guardian **due process procedures** (from the principals' initial suspension/disciplinary action).

**B. Specific charge(s):**

1. Refer to Suspension Form and list specific subsections violated.

2. Cite specific violation(s) of Education Code, i.e. 48900 (a1), (a2), and (k).

C. **Formal Suspension Conference:**

1. State if a conference was held with student's parent, or how school informed the parent that a Pre-Expulsion Hearing was being requested; include statements (i.e. "Student had the opportunity to tell his version of the incident").

D. **Extension of Suspension:**

1. Request a date with SHPD to discuss extension of suspension. (Pre-Expulsion Hearing, Education Code 48911(g))

E. **Action Taken:**

1. Steps taken by the administration as a result of the violation(s) of Education Code(s).

F. **Recommendation:**

1. State incident and that the responsible party is considered a threat to the instruction process and that the school is requesting his/her removal.

**IV. Confidential Statements - (SHPD-F008)**

All conference statements whether handwritten or typed are **required** to be on the Confidential Statement form. **TYPE** the handwritten statement onto the "Confidential Statement" form, **VERBATIM.**

**Note:** Attach original handwritten statements directly after the typed transcription. **Do not staple.**

A student witness may select, #3 on the "Confidential Statement" form for personal safety concerns. A staff witness may note that direct testimony is expected and required.

***"The presence of witnesses to provide direct testimony during the Hearing has been requested as critical for the Board of Education in consideration of approval of all panel recommendations".***

**V. Summary of Corrective Efforts by the School – (SHPD-F009)**

Summarize, chronologically all matters of corrective action or other means used by the schools to change/negate student misconduct (You may summarize or use chronology of events). List suspensions, referrals previous reviews, parent conferences, site/agency referrals, etc. If the student is new, refer to CUM file as available.

**VI. Closing Summary – (SHPD-F010)**

Use supporting facts to substantiate and describe either or both of the following, #1 and #2, "Confidential Statement" form.

1. Due to the serious nature of the act explain how the student's continuing presence would pose a danger to himself, others, and the instructional program.
2. Describe how the school has exhausted all other means of corrective effort as either unfeasible or having been repeatedly failed to bring about proper conduct.

**VII. Technical Evidence (MUST BE TYPED)**

Attach the following items: (Do not staple)

A. **Notice of Suspension**

In the suspension facts, state that the principal is requesting a Pre-Expulsion Hearing, extension of suspension completed and signed by the administrator.

B. **IEP (Individualized Education Program)**

This is the SE-29, Manifestation Determination form, which must be completed and signed by the IEP Team for any student being requested for a Pre-Expulsion Review that is currently placed active in Special Education. Principal or his/her designee must be complete within ten days, starting from the first day of suspension. If referral is recommended per Special Education IEP, form SE-9 should be completed to determine alternative placement for student.

C. **Intervention Checklist – (SHPD-F002A)**

Document interventions that have been put in place for the student and family.

D. **Photographs**

Include all photocopies of any hard evidence gathered. These also should be attached to the suspensions when sent to parents; including police reports, citations, pictures of weapons, with ruler next to photo, i.e. knife etc.

**VIII. Teacher's Progress Report – (SHPD-F004)**

**Each Progress Report must be completely filled out and signed by all teachers for each period of class.**

**IX. Current Grade Report**

Enclose the most recent student transcript if high school; Cumulative Guidance Report (CGR) if middle school, and/or progress report if elementary or other school program.

**X. Current Attendance Report (SASI-secondary ATP13, elementary ATD42)**

Provide copy of most recent report from the time when student entered school to date of incident suspension.

**XI. Discipline Report (SASI-DIS01)**

Copy of most recent report from student's last incident to first.

**XII. School Rules**

Attach the page in the published school rules that identify the violation as an expellable offense.

**XIII. Copy of Police Report (if applicable)**



Student Hearing and Placement Department (SHPD-F006)

Request for Expulsion

Expulsion is the suspension of a student from regular classroom instruction for a period exceeding five (5) school days for violation of an act enumerated in Section 48900 of the Education Code, State of California. A student may be expelled for a violation of subsections f, g, h, I, j, or k if it is shown that: 1) "Other means of correction are not feasible or have repeatedly failed to bring about proper conduct" or 2) "That due to the nature of the violation the presence of the student causes a continued danger to the physical safety of the students, or others" (Education Code 48915)

PLEASE TYPE (Do not leave any blanks)

School: West Point Academy Student DOB: 02/28/90
Student Last Name: Smith Student First Name: Manuel
Grade Level: 11 Student Ethnicity: 999 Gender: [X] M [ ] F Student Number: 0023456
Parent/Legal Guardian: Isaac Smith
Address: 3737 5th Avenue City: Sacramento Zip Code: 92345
Home Telephone: (916) 654-3434 Cellular Telephone: (916) 208-1111 Work Telephone: (916) 424-3333
Special Education: [X] Yes [ ] No Date of Current IEP: 09/25/05
If Yes, what program? [ ] DIS [X] RSP [ ] SDC
• SHPD-F002 (Intervention Checklist) must be attached.

Specific Charges (Refer to Section 48900 and list specific subsections violated):

Education Code: [ ] 48915 Subsection: (c) (drop down field)
[X] 48900 Subsection: (b) (drop down field)
(Factual Findings) A "finding" must be written in the expulsion decision describing the conduct the student engaged in which is a bases for the expulsion. The finding must spell out the facts (where, when, what) sufficiently to verify the student engaged in misconduct. The finding must be based upon evidence provided during the expulsion hearing, not information provided to the Hearing Officer, panel members or Board member at any other time.
Manuel Smith brought a gun (exhibit #1) to school on 09/25/00. Manuel took the gun out of his backpack and showed it to two students during his third period class as verified by Mr. Johnson, English Teacher thus violation Education Code 48900 (b): Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or design's concurrence.
A Manifestation Determination meeting was held on 09/30/00. The team determined that the alleged misconduct was not related to the student's disability. (Exhibit ##)

REQUESTED BY: Mr. Leon Nemold, Principal

Leon Nemold
Signature

Principal
Title

11/01/00
Date



**Student Hearing and Placement Department  
(SHPD-F007)**

**Critical Incident Memo**

**Confidential**  
(Expulsion Packet)

**Date:** 09/25/00  
**To:** Student Hearing and Placement Department  
**From:** West Point Academy  
**Administrator's Name:** Mr. Leon Nemold, Principal  
**Prepared by:** Ms. Red Scarlet, Assistant Principal  
**RE:** Critical Incident  
**Student Name:** Manuel Smith **Student Number:** 0023456

**A. Incident**

On September 25, 0000, Manuel Smith, a junior at West Point Academy brought a .38 caliber with a 4-inch barrel, loaded with 3 bullets (Exhibit ##) to school. As he entered his third period classroom PS5 at approximately 11:00 a.m., he took out the weapon to show it to Student (A) and Student (B). Manuel held the weapon lying flat in his left palm while making a statement, "Look what I have"; as confirmed by the witness statements from Student (A)-(Exhibit ##) and Student (B)-(Exhibit ##). Mr. Howard Johnson, Teacher, approached the group of students and observed Manuel Smith quickly close his hand on an item that appeared to be black in color as evident by a handle that he was able to see before the student deposited the item into his jacket pocket. Mr. Johnson requested that the students take their seats and requested that Manuel step to his conference area to question him about what he had seen. Manuel refused to talk to the teacher. At this point Mr. Johnson contacted the office to have the student escorted for further discussion with Ms. Scarlet, Assistant Principal. Mr. Johnson also gave Ms. Scarlet the names of the other two students for further investigation.

All students were interviewed separately by Ms. Scarlet and given an opportunity to make both a verbal and written statement regarding each student's participation in this incident. Student (A) confirmed that he and Student (B) were approached by Manuel Smith right before the class began and held the gun out in his palm while making a statement for them to look at what he had brought to school. Student (B) stated that as he walked into class, Student (A) poked him in the back to get his attention in order to look at what Manuel had brought to class. He also stated that Manuel made a statement that he was to look at it so that Student (B) would know it was a real gun. Mr. Johnson's statement (Exhibit ##) states that Student (A) and Student (B) as he observed them, appeared to be frightened by the expression on their faces. Manuel was startled and quickly retracted the item that appeared to be a weapon and refused to follow any direction given by Mr. Johnson as well as appearing agitated and nervous when Mr. Johnson inquired about what he had just seen.

Ms. Scarlet informed the student of the alleged charges being investigated and requested the student submit to a search of his pockets and backpack. The student was also informed that during the course of the investigation, she had procured three witness statements. At this point Manuel made a statement that he was in possession of a

weapon and that it was in his left jacket pocket. Ms. Scarlet carefully took the jacket and requested that Officer Villa confiscate and take jurisdiction of the weapon. The evidence of this item was photocopied and logged as Exhibit ##. Officer Villa inspected the weapon and confirmed it was a .38 caliber with a 4-inch barrel loaded with 3 bullets.

During Officer Villa's inspection of the weapon the student was afforded an opportunity to make a verbal and written statement on his behalf or to state the facts as he knew them. (Exhibit ##)

The student was arrested by Officer Villa and removed from the campus at 12:30 p.m. (Police report #13345) and was placed under arrest. The father was contacted and informed of the location where his son was being held. Documentation of this notification was recorded and logged in "Parent Contact Records." (Exhibit ##)

#### **B. Charge**

Education Code 48900 (b): Possessed, sold or otherwise furnished any firearm, knife explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.

#### **C. Formal Suspension Conference**

Upon being released from Juvenile Hall on November 1, 0000, prior to returning to school on November 1, 0000 a parent and student conference was held at 8:00 a.m. in the principal's office of West Point Academy. Mr. Issac Smith, Father, Mrs. Rhonda Smith, Mother, and Manuel Smtih; Student were present as Ms. Scarlet, Assistant Principal and Mr. Nemold, Principal presented the facts leading to a suspension and request of a mandatory expulsion hearing as stated in Education Code 48915 and SCUSD Administrative Regulation (AR51441). The parents were given a written copy of the 6 day suspension stating the effective period of school suspension as November 1, 0000 through November 8, 0000. The notice was inclusive of a request for an "Extension of Suspension" in order to complete the required Manifestation Determination meeting prior to the Pre-Expulsion hearing scheduled for November 8, 0000 at the Serna Center 5735 47th Avenue, Sacramento, CA. 95824.

#### **D. Extension of Suspension (48911(g))**

The parents of Manuel Smtih were notified in writing and invited to participate in a conference with the Superintendent's designee, Director III, SHPD, to discuss the suspension extension on November 8, 0000, at 3:00 p.m. in the Student Hearing and Placement Department located at the Serna Center - 5735 47th Avenue, Sacramento, CA. The case is to be considered as a Pre-Expulsion for the Education Code 48900 (b) violation as identified on the November 1, 0000 suspension.

#### **E. Action Taken**

1. Student (A) interviewed and sworn confidential statement taken 0 (Exhibit ##)
2. Student (B) interviewed and sworn confidential statement taken 0 (Exhibit ##)
3. Staff member, Mr. Johnson, teacher interviewed and sworn statement taken- (Exhibit ##).
4. The student, Manuel Smtih was interviewed and given an opportunity to make a statement on his behalf and to provide a written statement of the course of events as he perceived it to be- (Exhibit ##).
5. Officer Villa confiscated the weapon and made a report of his actions-Police





5Exhibit Number: ##

Student Hearing and Placement Department  
(SHPD-F008)

**Confidential Statement**

(Expulsion Packet)

Date: September 25, 0000

Time and Place of Incident: 11:30 a.m. at West Point Academy third period class, PS5 classroom

I, Howard Johnson, declare:

1. I have person knowledge of the facts set forth in this declaration, and if necessary, I am capable and competent to testify to those facts.
2. (Provide detailed description of incident)

Witness (Victim)

Witness (Staff)

As my third period English class was entering the classroom PS5 at approximately 11:00 a.m. I observed three students at the back of the room. The three students were Manuel Smith, Student (A) and Student (B). Manuel Smith had a black item lying flat in the palm of his hand and was saying something to Student (A) and Student (B). I approached to take a closer look and to find out what was going on. I noticed a black handle as I inquired about their activity. Manuel quickly placed the item he had in his hand and then into his left jacket pocket. I asked all the students to take their seats and walked Manuel to my conference area because I suspected the item I had seen may be a weapon. I asked him what he had and he responded by saying, "Nothing". I informed him that I was calling the office to have him escorted for further investigation. I released the student to Ms. Scarlet, Assistant Principal. Her office staff later called individually for Student (A) then Student (B) after I had informed them that these students may have some information about this incident.

(If necessary) I, witness name, do not wish to testify at any hearing concerning the above described incident or have my identity as a witness disclosed, because I feel that it would subject me to an unreasonable risk of psychological and physical harm.

**I have read the foregoing statement and declare under penalty of perjury that it is true and correct.**

Executed this 25<sup>th</sup> day of September, 0000 at Sacramento, California

Signature: Mr. Howard Johnson

Print Name: Howard Johnson

Witnessed by Administrator: Ms. R. Scarlet





5Exhibit Number: ##

**Student Hearing and Placement Department  
(SHPD-F008)**

**Confidential Statement**

(Expulsion Packet)

Date: September 25, 0000

Time and Place of Incident: 11:30 a.m. at West Point Academy third period class, PS5 classroom

I, Manuel Smith, declare:

1. I have person knowledge of the facts set forth in this declaration, and if necessary, I am capable and competent to testify to those facts.
2. (Provide detailed description of incident)

On September 25, 0000 Manuel took out a .38 caliber gun while in his third period class and held it in his palm for two students to see. He made a statement to direct Student (A) and Student (B) to look at it. Manuel then put the gun in his jacket pocket as Mr. Johnson came by to investigate what was happening in the back of the classroom.

Witness (Victim)

Witness (Staff)

(If necessary) I, witness name, do not wish to testify at any hearing concerning the above described incident or have my identity as a witness disclosed, because I feel that it would subject me to an unreasonable risk of psychological and physical harm.

I brought the gun to school to show Student (A) and Student (B) because they were messing with my cousins and my aunt this last weekend. I just wanted to scare them a little so they would leave them all alone and not bother them by calling them names and other mess.

**I have read the foregoing statement and declare under penalty of perjury that it is true and correct.**

Executed this 25<sup>th</sup> day of September, 0000 at Sacramento, California

Signature: Manuel Smith

Print Name: Manuel Smith

Witnessed by Administrator: Ms. R. Scarlet



5Exhibit Number: ##

Student Hearing and Placement Department  
(SHPD-F008)

**Confidential Statement**

(Expulsion Packet)

Date: September 25, 0000

Time and Place of Incident: 11:30 a.m. at West Point Academy third period class, PS5 classroom

I, Student (A), declare:

1. I have person knowledge of the facts set forth in this declaration, and if necessary, I am capable and competent to testify to those facts.
2. (Provide detailed description of incident)

Witness (Victim)

When I walked into my class for 3<sup>rd</sup> period English, Manuel said hey, I have this. He had a black gun in his hand and said "Look What I Have". I was scared because it looked like it was real so I got my friend Student (B) to look at it too. Then Mr. Johnson came by and wanted to know what we was doing and I didn't say anything because Manuel just put the gun in his pocket. I went to my seat til Mr. Johnson had me taken to the Vice Principals office.

Witness (Staff)

(If necessary) I, witness name, do not wish to testify at any hearing concerning the above described incident or have my identity as a witness disclosed, because I feel that it would subject me to an unreasonable risk of psychological and physical harm.

I brought the gun to school to show Student (A) and Student (B) because they were messing with my cousins and my aunt this last weekend. I just wanted to scare them a little so they would leave them all alone and not bother them by calling them names and other mess.

**I have read the foregoing statement and declare under penalty of perjury that it is true and correct.**

Executed this 25<sup>th</sup> day of September, 0000 at Sacramento, California

Signature: Student (A)

Print Name: Student (A)

Witnessed by Administrator: Ms. R. Scarlet



5Exhibit Number: ##

Student Hearing and Placement Department  
(SHPD-F008)

**Confidential Statement**

(Expulsion Packet)

Date: September 25, 0000

Time and Place of Incident: 11:30 a.m. at West Point Academy third period class, PS5 classroom

I, Howard Johnson, declare:

1. I have person knowledge of the facts set forth in this declaration, and if necessary, I am capable and competent to testify to those facts.
2. (Provide detailed description of incident)

Witness (Victim)

Witness (Staff)

As my third period English class was entering the classroom PS5 at approximately 11:00 a.m. I observed three students at the back of the room. The three students were Manuel Smith, Student (A) and Student (B). Manuel Smith had a black item lying flat in the palm of his hand and was saying something to Student (A) and Student (B). I approached to take a closer look and to find out what was going on. I noticed a black handle as I inquired about their activity. Manuel quickly placed the item he had in his hand and then into his left jacket pocket. I asked all the students to take their seats and walked Manuel to my conference area because I suspected the item I had seen may be a weapon. I asked him what he had and he responded by saying, "Nothing". I informed him that I was calling the office to have him escorted for further investigation. I released the student to Ms. Scarlet, Assistant Principal. Her office staff later called individually for Student (A) then Student (B) after I had informed them that these students may have some information about this incident.

(If necessary) I, witness name, do not wish to testify at any hearing concerning the above described incident or have my identity as a witness disclosed, because I feel that it would subject me to an unreasonable risk of psychological and physical harm.

**I have read the foregoing statement and declare under penalty of perjury that it is true and correct.**

Executed this 25<sup>th</sup> day of September, 0000 at Sacramento, California

Signature: Mr. Howard Johnson

Print Name: Howard Johnson

Witnessed by Administrator: Ms. R. Scarlet



**Student Hearing and Placement Department  
(SHPD-F009)**

**Summary of Corrective Efforts by the School**

(Expulsion Packet)

Summarize, chronologically, all matters of corrective action or other means, used by the schools to change/negate student misconduct (You may summarize or use chronology of events). List suspensions, referrals, previous reviews, parent conferences, and site/agency referrals, etc. If the student is new to the district, refer to cumulative record file, as available. A closing summary comment is recommended. **(Attach documentation of all interventions)**

| Date(s): | Action Taken:  |
|----------|--|
| 01/30/04 | Referral - Detention. Talking in class, name put on board as warning, student became belligerent and argumentative.  |
| 02/04/04 | 48900 (j) - Principal Suspension. Student came to school apparently intoxicated and found to be in possession of drug paraphernalia. Student was suspended.  |
| 02/23/04 | Referral - Called Parent. Listening to CD player in class, told to turn off and put away. Put in backpack and was listening to it again and said if you can't see it, it was ok. Changed seat w/o permission threatened to hurt Jennifer when she told him she didn't appreciate his attitude. A.P. and teacher talked to student outside of class. Student came in and later threatened Jennifer. |
| 03/09/04 | Detention - No show for detention  |
| 03/16/04 | Detention - No show for detention  |
| 04/01/04 | Referral - Teacher/ VP Principal Counseled Student. Rudy abused RR pass gone 15-20 minutes, given detention.   |
| 04/23/04 | 48900 a.2 - Principal VP suspension. Rudy came up to a student and hit him in the back of his head. 2 day suspension.  |
| 04/27/04 | Referral- Called Parent. Student refused to stop talking during class. Given detention, no show for detention.   |
| 05/04/04 | Referral- Called Parent. Student claimed another student's work as his own.  |
| 05/05/04 | Referral - Called Parent. Taking without permission during class.  |
| 05/11/04 | Referral- Called Parent. Refused to follow directions.   |
| 05/08/04 | 48900 k - Principal/VP suspension. Student was no show for numerous detentions.  |
| 05/25/04 | Referral - Called Parent. Disruption of class  |
| 05/28/04 | Referral - Warning/ FYI Disrupting class by turning over the desks around him.   |
| 06/03/04 | 48900 h - Principal suspension. Rudy was found smoking a cigarette on school grounds.  |

|          |  |
|----------|--|
| 08/05/04 | 48900 c - Rudy was in possession of alcohol and was drunk on campus. Behavior Review June 10, 2004, placed at Community Day School for 2 semesters plus community service.   |
| 09/12/05 | 48900 k - Principa1/ VP suspension. Student refused to give Discman to teacher. 3 day suspension   |
| 09/20/05 | 48900 a.1 - Principal/VP suspension. Student involved in fight at lunch. 3 day suspension.   |
| 09/25/05 | Referral - Student received a referral from his 4th period teacher and did not come to office with referral. As a result of the incident, student was arrested and taken to JDC. Upon release the student was suspended (5 days) and a request for expulsion has been scheduled. |



**Student Hearing and Placement Department  
(SHPD-F010)**

**Closing Summary**  
(Expulsion Packet)

Use supporting facts to substantiate and describe either or both of the following:

1. Due to the serious nature of the act explain how the student's continuing presence would pose a danger to himself, others, and the instructional program.

Manuel Smith entered his 3rd period English class in room PS5, when he took out of his backpack a .38 caliber 4-inch barrel gun that had three rounds of bullets. The documents included in Exhibit ## and Exhibit ## reflect that the student was in possession of a loaded weapon and caused Student (A) and Student (B) who saw the .38 caliber gun become frightened and concered for their safety. Mr. Johnson's statement and interview as stated in Exhibit ## reflects that he felt imminent danger when he could not get cooperation from Manuel after seeing what he believed what he had observed could be a weapon. The student confirmed that he brought the gun to school with the intent to threaten others because these students were in a neighborhood conflict with his cousin.

Officer Villa Police Report confirms the item to be a .38 caliber weapon with three rounds of bullets.

2. Describe how the school has exhausted all other means of corrective effort as either unfeasible or having been repeatedly failed to bring about proper conduct.

Manuel Smith clearly knew the law in regards to possessing a firearm on a school campus as evidenced by his statement. Manuel has a history of negative behavior dating back to elementary school. His discipline record also documents interventions and disciplinary action which, under the circumstances, clearly have not been effective.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**NOTICE OF SUSPENSION**

|  |  |   |  |   |                    |
|--|--|---|--|---|--------------------|
| TYPE OF SUSPENSION<br><b>Administrative</b>  |  | SCHOOL NAME<br><b>West Point Academy</b>  |  | DATE (m/d/yy)<br><b>09/25/00</b>  |                    |
| STUDENT NAME<br>Last: <b>Smith</b> First: <b>Manuel</b>  |  | STUDENT ID<br><b>0023456</b>  |  | GENDER<br><b>Male</b>   | GRADE<br><b>11</b> |
| DATE OF BIRTH <b>02/28/90</b><br>ETHNIC CODE <b>Blank</b>  |  | POLICE REPORT <b>Filed</b> REPORT NUMBER <b>0123456</b><br>EXPULSION REVIEW <b>Recommended</b>  |  |   |                    |
| PARENT CONFERENCE <b>Held</b><br>SPOKE TO <b>father</b><br>Date: <b>09/25/00</b> Time: <b>11:30 a.m.</b>   |  | <b>MANDATORY RECOMMENDATION FOR EXPULSION</b> is required by Ed. Code Section §48915(c) for the following offenses:<br><br>c.1 Sale, possession or furnishing of a firearm<br>c.2 Brandishing a knife at another person<br>c.3 Selling a controlled substance<br>c.4 Sexual assault or sexual battery<br>c.5 Possession of explosives |  |   |                    |
| STUDENT CONFERENCE <b>Held</b><br>Date: <b>09/25/00</b> Time: <b>11:30 a.m.</b><br>NOTICE OF SUSPENSION: <b>Picked up</b><br>Date: <b>09/25/00</b>   |  |   |  |   |                    |
| <b>REASON(S) FOR SUSPENSION under Ed. Code Section §48900:</b>   |  |   |  |   |                    |
| <b>b. Possession of a Weapon</b>   |  | <b>N/A</b>  |  |   |                    |
| <b>N/A</b>   |  | <b>N/A</b>  |  |   |                    |
| <b>A COPY OF EDUCATION CODE 48900 REASONS FOR SUSPENSION IS INCLUDED ON THE BACK OF THIS FORM</b>  |  |   |  |   |                    |
| DETAILS OF INCIDENT<br>Date: <b>09/25/00</b> Time: <b>11:30 a.m.</b>   |  | INCIDENT LOCATION<br><b>On Campus</b>   |  | REPORTING INCIDENT<br>Name: <b>Howard Johnson</b> Title: <b>Teacher</b> |                    |
| SUMMARY OF INCIDENT: Student, Manuel Smith, brought a .38 caliber gun with a 4-inch barrel which was loaded with 3 bullets to his 3 <sup>rd</sup> period calss. Student was taken into custody by Police.  |  |   |  |   |                    |
| DATES SUSPENDED:<br>Beginning: <b>09/30/00</b> Through: <b>10/05/00</b> To return on: <b>10/06/00</b><br><b>Number of days suspended for this offence: 5 Total number of days suspended this year including this one: 10</b>   |  |   |  |   |                    |
| Dear Parent(s)/Guardian(s):<br><br>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.<br><br>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. |  |   |  |   |                    |
| <b>PLEASE NOTE:</b> 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.   |  |   |  |   |                    |
| <b>SUSPENDED BY:</b>   |  |   |  |   |                    |
| <b>Mr. Leo Nemold</b>  |  | <b>Principal</b>  |  | <b>(916) 123-4567</b>   |                    |
| <i>Name (Please Print)</i>   |  | <i>Title</i>  |  | <i>Telephone</i>  |                    |
|  |  |   |  | <i>Leo Nemold</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.
- .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

Exhibit: ##

Addendum to Individualized Education Program: Manifestation Determination

Date of Meeting: 09/30/00

Addendum to IEP Meeting Dated: 9/30/00

Efforts to Contact Parents: Parent was contacted on 9/25/00 and provided a written notification of this meeting

Student's Name: Manuel Smith

Birth Date: 2/28/90

Grade: 11

School: West Point Academy

Number of days of suspension to date: nine (9)

If student is approaching 10<sup>th</sup> day of suspension, please provide a statement on how special education services will be provided on the 11<sup>th</sup> day (Please attach comment page)

Educational Program: RSP

Disability Classification: specific learning disability (less than 51% of day)

Alleged Behavior/Charges for Discipline: The student brought a loaded gun to school

Site Recommendation:  Expulsion  Other Discipline

The IEP Team based its decision on the results of an assessment conducted in accordance with the guidelines of Section 10435 of Title 34 of the Code of Regulations. The team also reviewed and considered: (Please check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Student's health records                             | <input checked="" type="checkbox"/> School discipline records   |
| <input checked="" type="checkbox"/> Evaluation and diagnostic results         | <input checked="" type="checkbox"/> Observations of the student |
| <input checked="" type="checkbox"/> Information provided by student's parents | <input checked="" type="checkbox"/> Student's IEP and placement |
| <input type="checkbox"/> Other specify:                                       |   |

In relation to the alleged misconduct, the IEP team has determined that : (Circle appropriate response)

Special Education Program

1. The student's placement and IEP (were / were not) appropriate at the time the misconduct occurred.
2. Special Education services, aids, and strategies specified in student's IEP (were / were not) provided.

Student's Disability

1. The alleged misconduct ( was was not ) cause by or a direct manifestation of the student's identified disability.
2. The disability ( did did not ) impair the student's ability to understand the impact and consequences of the alleged misconduct.
3. The disability ( did did not ) impair the student's ability to control the alleged misconduct.

Therefore, placement and IEP (does / does not) continue to be appropriate because: The student's disability of the specific learning disability did not contribute to the student's behavior. The student may be considered for alternative school placement.

Student ( shall / shall not ) be subject to applicable discipline action and procedures prescribed under Education Code § 48900 et seq.

IS I have received a copy of my Parent Rights and Procedural Safeguard for Special Education and have had my rights explained to me.

|  |                         |                                |                         |
|--|-------------------------|--------------------------------|-------------------------|
| <u>Mg. R. Scarlet</u><br>Principal/Principal Designee                | <u>09/30/00</u><br>Date | <u>L Hall</u><br>Psychologist  | <u>09/30/00</u><br>Date |
| <u>A. Ladd</u><br>Program Specialist                                 | <u>09/30/00</u><br>Date | _____<br>Counselor             | _____<br>Date           |
| <u>B. K. K. K.</u><br>General Education Teacher                      | <u>09/30/00</u><br>Date | <u>Manuel Smith</u><br>Student | <u>09/30/00</u><br>Date |
| <u>Mike General</u><br>Special Education Teacher                     | <u>09/30/00</u><br>Date | <u>Rhonda Smith</u><br>Parent  | <u>09/30/00</u><br>Date |
| <input type="checkbox"/> Check if a dissenting statement is attached |                         | <u>Howard Smith</u><br>Other   | <u>09/30/00</u><br>Date |



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, Special Education - Manifestation Determination Meeting, Special Education - Positive Behavior Support Plan, Special Education - Functional Analysis, Special Education - Current IEP (12 months)

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, Extended Day, Detention: Morning, Lunch, After-School, Healthy Start, Home Visit(s), Involuntary Placement, Mentoring, Parent attend portion of school day, Peer Court, SARB (School Attendance Review Board), SART (Student Attendance Review Team), Referrals to Community Agency: Project SAVE, Referral to Community Resources, 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



**SAMPLE**



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

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

Date: \_\_\_\_\_ Teacher Name: \_\_\_\_\_  
 Student Name: \_\_\_\_\_ Period: 0  
 Subject: \_\_\_\_\_ 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 date.

Semester:  Fall  Spring  
 Attendance: Excused Absences \_\_\_\_\_ Tardies \_\_\_\_\_ Truancies \_\_\_\_\_  
 Present Grade: \_\_\_\_\_ Citizenship: \_\_\_\_\_

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

**Reminder: State facts only**

Parental/Guardian Contact – (Please Describe)

\_\_\_\_\_

Student Conduct:

\_\_\_\_\_

Comments:

\_\_\_\_\_

Teacher's signature \_\_\_\_\_

Please return to room \_\_\_\_\_ By \_\_\_\_\_

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

| Crs ID                                      | Course Title | Mark  | Credit | Crs ID                                      | Course Title | Mark  | Credit | GPA Summary                  |      |  |  |  |
|---|--------------|-------|--------|---|--------------|-------|--------|------------------------------|------|--|--|--|
| C K McClatchy High School Grd 09 11/2004    |              |       |        | C K McClatchy High School Grd 10 6/2006     |              |       |        | Academic GPA:                | 1.20 |  |  |  |
| PFF200 N FRSH/SOPH P.E.                     | F            |       |        | BZS008 P ART 2 P                            | D            | 5.000 |        | Total GPA:                   | 0.94 |  |  |  |
| Crd Att: 2.500 Cmp: 0.000 Total GPA: 0.00   |              |       |        | PRS202 N P.E./RECREATION                    | F            |       |        | CSU GPA:                     | 0.73 |  |  |  |
| C K McClatchy High School Grd 09 1/2005     |              |       |        | ZBS104 ALG 104                              | D            | 5.000 |        | Honors GPA:                  | 1.20 |  |  |  |
| GSS221 SPAN SP SPEAK 1 P                    | D            | 5.000 |        | ZES221 ENG 10 2                             | F            |       |        | Credit Summary - High School |      |  |  |  |
| PFF200 N FRSH/SOPH P.E.                     | F            |       |        | ZIS200 WORLD HISTORY                        | D            | 5.000 |        |                              |      |  |  |  |
| ZBS101 ALG 101                              | C            | 5.000 |        | ZLS200 LIFE SCI                             | F            |       |        |                              |      |  |  |  |
| ZES210 ENG 9 1                              | D            | 5.000 |        | Crd Att: 27.500 Cmp: 15.000 Total GPA: 0.50 |              |       |        |                              |      |  |  |  |
| ZQS202 PHY SCI                              | B            | 5.000 |        | C K McClatchy High School Grd 11 11/2006    |              |       |        |                              |      |  |  |  |
| ZWS200 VOC SURVEY                           | A            | 5.000 |        | PRF202 N P.E./RECREATION                    | F            |       |        |                              |      |  |  |  |
| Crd Att: 27.500 Cmp: 25.000 Total GPA: 1.83 |              |       |        | Crd Att: 2.500 Cmp: 0.000 Total GPA: 0.00   |              |       |        |                              |      |  |  |  |
| C K McClatchy High School Grd 09 4/2005     |              |       |        | C K McClatchy High School Grd 11 1/2007     |              |       |        |                              |      |  |  |  |
| PFS200 N FRSH.SOPH P.E.                     | F            |       |        | **ODST Withdrawal Grades                    |              |       |        |                              |      |  |  |  |
| Crd Att: 2.500 Cmp: 0.000 Total GPA: 0.00   |              |       |        | EZS303 P ENG 11 1 P                         | F            |       |        |                              |      |  |  |  |
| C K McClatchy High School Grd 09 6/2005     |              |       |        | KZS001 BGN CRAFTS 1                         | F            |       |        |                              |      |  |  |  |
| GSS222 SPAN SP SPEAK 2 P                    | C            | 5.000 |        | MAS001 P 1 YR ALG 1 P                       | F            |       |        |                              |      |  |  |  |
| PFS200 N FRSH.SOPH P.E.                     | F            |       |        | PRF202 N P.E./RECREATION                    | F            |       |        |                              |      |  |  |  |
| ZBS102 ALG 102                              | D            | 5.000 |        | QBS281 P BIOLOGY 1 P                        | F            |       |        |                              |      |  |  |  |
| ZES211 ENG 9 2                              | D            | 5.000 |        | SHS201 P U.S. HIST 1 P                      | F            |       |        |                              |      |  |  |  |
| ZGS128 GEO/CGI 2                            | B            | 5.000 |        | Crd Att: 0.000 Cmp: 0.000 Total GPA: 0.00   |              |       |        |                              |      |  |  |  |
| ZQS202 PHY SCI                              | D            | 5.000 |        | Work In Progress                            |              |       |        |                              |      |  |  |  |
| Crd Att: 27.500 Cmp: 25.000 Total GPA: 1.33 |              |       |        | Crs ID                                      | Course Title | 1Q    | 1S     | 3Q                           | 2S   |  |  |  |
| C K McClatchy High School Grd 10 11/2005    |              |       |        | SH*21C U.S.HIST 1P(DS)                      | F            |       |        |                              |      |  |  |  |
| PRS202 N P.E./RECREATION                    | D            | 2.500 |        | KZS001 BGN CRAFTS 1                         | D            |       |        |                              |      |  |  |  |
| Crd Att: 2.500 Cmp: 2.500 Total GPA: 1.00   |              |       |        | EZ*30D Eng 11 1P(DS)                        | F            |       |        |                              |      |  |  |  |
| C K McClatchy High School Grd 10 1/2006     |              |       |        | QB*21B BIOLOGY 1P(DS)                       | F            |       |        |                              |      |  |  |  |
|   |              |       |        | PRF202 P E./RECREATION                      | F            |       |        |                              |      |  |  |  |

SAMPLE

District

Street

Query

Course Histo

Progress

Last Name First Name Middle Name Grd Gen Student ID

11 M

Show All Data Show Marks Only

| Class Information |         |         |        |                 |              | First Quarter |      |       |       |       |         |         |
|-------------------|---------|---------|--------|-----------------|--------------|---------------|------|-------|-------|-------|---------|---------|
| Ln                | Beq Per | End Per | Crs-ID | Crs Title       | Teacher Name | 1st QTR       | Cond | Cmt 1 | Cmt 2 | Cmt 3 | ABS TTL | TDY TTL |
| 1                 | 01      | 01      | SH*21C | U.S.HIST 1P(DS) | Jablonski    | F             | S    | O     | R     |       | 11      | 2       |
| 2                 | 02      | 02      | KZS001 | BGN CRAFTS 1    | Morinaga     | D             | S    | O     | R     |       | 6       | 3       |
| 3                 | 03      | 03      | EZ*30D | Eng 11 1P(DS)   | Scott        | F             | N    | R     |       |       |         |         |
| 4                 | 04      | 04      | QB*21B | BIOLOGY 1P(DS)  | Marinovich   | F             | N    | O     | R     |       | 8       |         |
| 5                 | 05      | 05      | PRF202 | P.E./RECREATIO  | Williams     | F             | N    | T     |       |       | 13      | 1       |
| 6                 | 06      | 06      | MA*01G | Algebra 1P(DS)  | Nossardi     | F             | N    | R     |       |       | 7       |         |

GPA 0.00

Close

**SAMPLE**



██████████ High School

04/17/07  
12:50

Period Attendance Report  
By Student - With Absences  
Period Attendance Report From 09/05/06 To 04/17/07

ATP13  
Page 1

Student ID Last Name First Name Middle Name Grade Gender SPC Birth Date Status  
██████████ 11 M ██████████ ██████████

Parent/Guardian Home Phone Mothers Work Phone Fathers Work Phone Enter Date Leave Date  
██████████ 09/05/06 01/08/07

| <u>Monday</u> |                   | <u>Tuesday</u> |                   | <u>Wednesday</u> |                   | <u>Thursday</u> |                   | <u>Friday</u> |                   |
|---------------|-------------------|----------------|-------------------|------------------|-------------------|-----------------|-------------------|---------------|-------------------|
| <u>Date</u>   | <u>D012345678</u> | <u>Date</u>    | <u>D012345678</u> | <u>Date</u>      | <u>D012345678</u> | <u>Date</u>     | <u>D012345678</u> | <u>Date</u>   | <u>D012345678</u> |
| 09/05         | - - - - -         | 09/06          | - - - - -         | 09/07            | - - - - -         | 09/08           | - - - - -         | 09/09         | - - - - -         |
| 09/11         | - - T - - -       | 09/12          | - X - - - -       | 09/13            | - - - - -         | 09/14           | - - - - -         | 09/15         | - - - - - X       |
| 09/18         | - X - - - -       | 09/19          | - X - - - -       | 09/20            | - X - - - -       | 09/21           | - X - - - -       | 09/22         | - X - X - -       |
| 09/25         | - - - - - X       | 09/26          | - - - - -         | 09/27            | - T - - - -       | 09/28           | - X - - X -       | 09/29         | - - X - XXX       |
| 10/02         | - - T X - -       | 10/03          | I I I I I I I     | 10/04            | I I I I I I I     | 10/05           | - - XXXXX         | 10/06         | - - - - -         |
| 10/09         | - - - - -         | 10/10          | - - I I - X       | 10/11            | - T T - - -       | 10/12           | - - - - -         | 10/13         | - - XXX - X       |
| 10/16         | - - - X - X       | 10/17          | - X - X - XX      | 10/18            | - - - - - T       | 10/19           | - - - - - X       | 10/20         | - - - - - X       |
| 10/23         | - - - - -         | 10/24          | - - - - -         | 10/25            | - - - - - X       | 10/26           | - - - - -         | 10/27         | X XXXXXX          |
| 10/30         | - - - - -         | 10/31          | - - - - -         | 11/01            | - - - - - XX      | 11/02           | - XX - XXX        | 11/03         | - XXXXX -         |
| 11/06         | - - - - -         | 11/07          | - - - - -         | 11/08            | - - - - - XXT     | 11/09           | X XXXXXX          | 11/10         | HO L I D A Y      |
| 11/13         | - - - X - -       | 11/14          | - X - XXXT        | 11/15            | - - - X - XX      | 11/16           | - - - - - XX      | 11/17         | - X - XXXX        |
| 11/20         | - T - - - -       | 11/21          | X XXXXXX          | 11/22            | HO L I D A Y      | 11/23           | HO L I D A Y      | 11/24         | HO L I D A Y      |
| 11/27         | - - - - - X       | 11/28          | - - - - - XX      | 11/29            | - - XXXXX         | 11/30           | X XXXXXX          | 12/01         | X XXXXXX          |
| 12/04         | X XXXXXX          | 12/05          | X XXXXXX          | 12/06            | X XXXXXX          | 12/07           | X XXXXXX          | 12/08         | X XXXXXX          |
| 12/11         | X XXXXXX          | 12/12          | X XXXXXX          | 12/13            | X XXXXXX          | 12/14           | X XXXXXX          | 12/15         | X XXXXXX          |
| 12/18         | - XXXXX U         | 12/19          | X XXXXXX          | 12/20            | X XXXXXX          | 12/21           | - XXXXX U         | 12/22         | - XXXXX U         |
| 12/25         | HO L I D A Y      | 12/26          | HO L I D A Y      | 12/27            | HO L I D A Y      | 12/28           | HO L I D A Y      | 12/29         | HO L I D A Y      |
| 01/01         | N/E               | 01/02          | N/E               | 01/03            | N/E               | 01/04           | N/E               | 01/05         | N/E               |
| 01/08         | X XXXXXX          | 01/09          | N/E               | 01/10            | N/E               | 01/11           | N/E               | 01/12         | N/E               |
| 01/15         | N/E               | 01/16          | N/E               | 01/17            | N/E               | 01/18           | N/E               | 01/19         | N/E               |
| 01/22         | N/E               | 01/23          | N/E               | 01/24            | N/E               | 01/25           | N/E               | 01/26         | N/E               |
| 01/29         | N/E               | 01/30          | N/E               | 01/31            | N/E               | 02/01           | N/E               | 02/02         | N/E               |
| 02/05         | N/E               | 02/06          | N/E               | 02/07            | N/E               | 02/08           | N/E               | 02/09         | N/E               |
| ...           | N/E               | ...            | ...               | ...              | ...               | ...             | ...               | ...           | ...               |

SAMPLE

██████████ High School

04/17/07  
12:50

Period Attendance Report  
By Student - With Absences  
Period Attendance Report From 09/05/06 To 04/17/07

ATP 13  
Page 2

| <u>Student ID</u> | <u>Last Name</u> | <u>First Name</u> | <u>Middle Name</u> | <u>Grade</u> | <u>Gender</u> | <u>OPC</u> | <u>Birth Date</u> | <u>Class</u> |
|-------------------|------------------|-------------------|--------------------|--------------|---------------|------------|-------------------|--------------|
| ██████████        | ██████████       | ██████████        | ██████████         | 11           | M             | ██████████ | ██████████        | ██████████   |

| <u>Parent/Guardian</u> | <u>Home Phone</u> | <u>Mother's Work Phone</u> | <u>Father's Work Phone</u> | <u>Enter Date</u> | <u>Leave Date</u> |
|------------------------|-------------------|----------------------------|----------------------------|-------------------|-------------------|
| ██████████             | ██████████        | ██████████                 | ██████████                 | 09/05/06          | ██████████        |

All Day Code Type Totals

| Total Absences | Pre       | Unv      | Unx       | Exc      | Act      | U-Tidy   | E-Tidy   | N/E      | Pos      | Total     |
|----------------|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|-----------|
| - = Present    | 56        | 0        | 0         | 0        | 0        | 0        | 0        | 0        | 0        | 56        |
| I = In School  | 0         | 0        | 0         | 0        | 2        | 0        | 0        | 0        | 0        | 2         |
| X = Injured    | 0         | 0        | 18        | 0        | 0        | 0        | 0        | 0        | 0        | 18        |
| <b>Totals</b>  | <b>56</b> | <b>0</b> | <b>18</b> | <b>0</b> | <b>2</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>76</b> |

Period Type Totals

| Total Absences | Pre        | Unv      | Unx        | Exc      | Act       | U-Tidy   | E-Tidy   | N/E      | Pos      | Total      |
|----------------|------------|----------|------------|----------|-----------|----------|----------|----------|----------|------------|
| - = Present    | 235        | 0        | 0          | 0        | 0         | 0        | 0        | 0        | 0        | 235        |
| I = In School  | 0          | 0        | 0          | 0        | 14        | 0        | 0        | 0        | 0        | 14         |
| T = Tardy      | 0          | 0        | 0          | 0        | 0         | 9        | 0        | 0        | 0        | 9          |
| U = Unverified | 0          | 3        | 0          | 0        | 0         | 0        | 0        | 0        | 0        | 3          |
| X = Injured    | 0          | 0        | 195        | 0        | 0         | 0        | 0        | 0        | 0        | 195        |
| <b>Totals</b>  | <b>235</b> | <b>3</b> | <b>195</b> | <b>0</b> | <b>14</b> | <b>9</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>456</b> |

SAMPLE



# West Point Academy

## PROACTIVE DISCIPLINE HANDBOOK

Name, Principal

Assistant Principals

John Doe

Jane Doe

All classified, certificated and administrative staff, parents  
and students.

Revised: 08/19/05

# HIGH SCHOOL

## WEST CAMPUS STUDENT EXPECTATIONS AND CONSEQUENCES (Summary of policy facts)

Students are empowered to use their best judgment in making effective behaviors. West Campus students are required to know all attendance, academic, and behavior policies so that they may promote educational success for themselves and other students. The more students are actively involved in school life and learning, the more they will optimize their abilities and character. Students genuinely share this common purpose and value, and use behaviors that guide them to the accomplishments, goals and best interests.

### ACADEMIC POLICY

All students must maintain a 2.00 semester grade point average to continue their enrollment at West Campus.

- o Any student not receiving a 2.00 semester GPA will be placed on academic probation for the following semester.
- o A student may not achieve below a 2.00 GPA more than two semesters. This will result in involuntary disenrollment from West Campus.
- o All students on academic probation will be provided specific support services.
- o Any student receiving an "F" grade or two "D" grades at any quarter or semester grading period will be ineligible to participate in any school sponsored activities until the next grading period.

### BEHAVIOR POLICY

All students are required to make behavioral choices that promote educational success and safety for themselves and other students.

- o Possession, selling, or under the influence of drugs or alcohol / harassment of any kind (bullying, sexual, etc.) / theft or vandalism / possession of weapons or dangerous objects or threats and acts of violence will

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result in one or more of the following actions:

- 5 day suspension
- Indefinite ineligibility for any school sponsored activities for
- Referred for an expulsion hearing
- Disenrollment from West Campus
- o Any student who engages in any behavior that violates E.C. 48900 (besides the above mentioned) will be placed on behavioral probation for 1 to 3 months which means no participation in any school sponsored extracurricular activities.

### ATTENDANCE POLICY

Excused absences are: illness, communicable disease, medical/dental appointments, death of a relative or close friend, religious observance, subpoena.

- For each class, no more than 8 days of excused absences or 4 unexcused absences per quarter.
- No more than 5 total tardies per semester. Two tardies equals one unexcused absence. Students in excess of 5 tardies will be counseled and assigned Saturday School.
- All absences must be cleared within 3 school days of the absence. No attendance changes will take place after 3 days.
- Students must never leave campus without permission (including lunch). Student must obtain an off campus pass from the attendance office before leaving.
  - 1<sup>st</sup> offense – community service or alternative
  - 2<sup>nd</sup> offense – 1 of Saturday school

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# SAMPLE

**West Campus High School  
A College Preparatory School**

As a non-comprehensive, college prep high school, the West Campus Community welcomes all students and parents or guardians who are committed to a quality educational program. A student who is willing to make a sincere and sustained academic effort and who, with the parent and guardian, is willing to pledge full cooperation with conditions of enrollment will experience an exciting, educationally viable program. We ask that both the student and the parent or guardian take the time to review carefully the conditions of enrollment which were agreed upon when they signed the parent/student/school contract, as follows:

1. Achievement of a minimum 2.0 Grade Point Average and satisfactory citizenship marks in all classes for each semester. If unable to maintain the scholarship and/or citizenship requirements in a semester, the student will be placed on probationary status for the following semester. Failure to meet the grading standards during the probationary period will result in the placement of your student at their original school of residence.
2. Regular and punctual attendance. Students may not miss any one period more than 8 times each quarter. Also, students may not be tardy more than a total of 5 times during each quarter. Students in excess of 8 absences and 5 tardies will be assigned Saturday School and may be placed on Attendance Probation.
3. Strict adherence to the closed campus policy, dress code, and defined code of conduct while on campus or at any school related activities, both on and off campus.

4. Completion of homework and having the necessary materials in class daily to achieve academic success.
5. Demonstrate pride and care of all school property, most importantly, the student lockers.
6. Minimum participation of 10 hours for all student families.

Students accepting the privilege to attend West Campus have made a commitment to their academic progress and future. All students attending West Campus, will work diligently and uncompromisingly to prepare themselves to attend a quality university.

**SAMPLE**



- Truancy- Saturday school is assigned at the rate of one Saturday School for each three hour or portion of a three hour truancy.
- Students with either more than 8 excused absences, 4 unexcused or more than 5 total tardies will be placed on attendance probation for one quarter. Students on attendance probation cannot participate in any school sponsored extra curricular activities.
- *APPEALS for extenuating circumstances will be decided by school administration. An example of such a circumstance would be a severe illness or other traumatic event requiring time away from school.*

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## GENERAL INFORMATION REGARDING STUDENT EXPECTATIONS AND POLICY

### STUDENT PROBATION

Any student who is placed on academic, attendance, or behavior probation will not be allowed to participate in any school sponsored extracurricular activities which includes athletics, student performances, dances, etc. They are also ineligible for work permits.

### SUSPENSION

Suspension from school occurs as a result from a violation of section 48900 of the California Education Code. Student's whose attitude or behavior warrants a suspension, will jeopardize their enrollment at this school.

### PROHIBITED/ILLEGAL AND/OR DANGEROUS ITEMS

Because of student safety and/or possible classroom disruption, the following items are prohibited from this campus

- All firearms
- All explosive devices including, but not limited to firecrackers and smoke/stink bombs
- All knives, razors, or other sharp-edged items
- Any controlled substance as defined in Section 11007 of the Health and Safety Code, alcoholic beverage or intoxicant of any kind
- All alcohol, marijuana, other drugs or related paraphernalia
- All martial arts implements or chains of any kind, including wallets or belts

Other prohibited items are: Radios, laser pointers, video cameras, shock toys/zappers, electronic games, toys,

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# SAMPLE

## **CLASSROOM MANAGEMENT PROCEDURES**

These are classroom management issues and are to be administered by the classroom instructor. The following procedures are important for the efficient and safe functioning of the school. All students are expected to abide by the behavior outlined in these policies. Failure by a student to adhere to these policies on a repeated or continual basis will lead to consequences under essential rule number 1: Defiance. Some suggestions for classroom management options are: parent contact, letter to parent, detention, rewarding positive behavior.

### **1. CLASSROOM DISRUPTIONS**

Disruptions will not be tolerated in the classroom because they interfere with teaching and learning. Teachers are to use all management skills available to them to remedy classroom disruptions. Some school-wide tools for the teachers' use are SLC interventions, parent contact/conferences.

### **2. ELECTRONIC DEVICES**

The use of electronic devices is prohibited during school time. The administration and staff of Rosemont believe these devices to be a distraction and hindrance to the educational process of teaching and learning. Teachers will use their personal classroom management techniques in regards to this rule. Cell phones are to be turned off and put away (out of sight). If a cell phone is visible it will be confiscated and the phone will be returned to the parent the following Thursday 3:30-4:30 p.m. in the Assistant Principals' Office.

**If a student receives two referrals in 1 day for any reason, the student will automatically be suspended.**

**Special thanks to the current and former staff members of Hiram Johnson High School who contributed to the ProActive Discipline program, and to our current administration that strongly supports our efforts.**

# **SAMPLE**

**6. FIGHTING**

Students will not fight because they cannot learn in an atmosphere of violence and intimidation.

**Definitions:** *Any physical activity directed against another person with the intent to injure.*

**Examples:** Hitting, punching, kicking, slapping, pushing, and biting.

**Non-examples:** Accidental injury, i.e. PE or athletic practices, being the victim of an assault without retaliation.

CONSEQUENCES START AT STEP 5

**7. WEAPONS**

Students will not possess weapons or explosive items because students and staff have the right to learn and work in a safe, secure environment.

**Definitions:** *Any object used to injure or attempt to injure another person.*

**Examples:** Guns, knives, clubs, razor blades and any other item used as a weapon, explosives, replicas of weapons or any object used for intimidation.

**Non-examples:** Sports equipment used in authorized activities.

CONSEQUENCES START AT STEP 5; Expulsion Requested.

**8. THEFT**

Theft will not be tolerated because it deprives the school or persons of their property.

**Definitions:** *Taking, using, keeping or destroying the property of another person or the school.*

**Examples:** Taking something without permission; taking something and not returning it to the owner.

**Non-examples:** Overdue library books, athletic uniforms returned within a month of due date.

CONSEQUENCES START AT STEP 3; HOWEVER SEVERITY OF CONSEQUENCES MAY DEPEND UPON THE VALUE OF PROPERTY AND/OR CIRCUMSTANCES.

**SAMPLE**

## 2. DISRESPECT

Students will not show disrespect to staff members because all staff have the right to be treated with respect and consideration.

**Definitions:** *Disrespect is defined as the use of written or verbal abuse and/or derogatory body language directed towards an adult.*

**Examples:** A student directs profanity or vulgar body language toward another member of the school community, sexual harassment of any kind.

**Non-examples:** A student is swearing but it is not directed at any member of the school community.

CONSEQUENCES START AT STEP 4

## 3. DRUGS AND ALCOHOL

Possession, use or sale of drugs and/or alcohol will not be tolerated because such substances are illegal, deter from the educational process and create an unsafe school environment.

**Definitions:** *Drugs: any prohibited or restricted substance or any item associated with the use of drugs.*

*Alcohol: any product containing alcohol in any amount.*

**Examples:** Marijuana, cocaine, heroine, LSD, crank, ice, speed, meth, pipes, bong, rolling papers, beer, wine, coolers, liquor, Nyquil, etc; any clothing/literature promoting the use of drugs, alcohol or drug paraphernalia.

**Non-examples:** Prescribed or over-the-counter medicines that are kept in the office, i.e. asthma inhalers.

CONSEQUENCES START AT STEP 5

# SAMPLE

**ADMINISTRATIVE STAFF'S RIGHTS  
AND  
RESPONSIBILITIES**

**RIGHTS**

**ADMINISTRATORS HAVE THE  
RIGHT:**

- To be treated with courtesy and respect
- To expect staff and students to adhere to all school rules and established policies
- To expect support from the district, staff, parents and students in carrying out their professional responsibilities
- To expect teachers to provide meaningful instruction to all students enrolled in their classes
- To expect all staff to effectively deal with student discipline problems according to established rules and procedures

**RESPONSIBILITIES**

**ADMINISTRATORS HAVE THE  
RESPONSIBILITY:**

- To treat all students and staff with courtesy and respect
- To provide support to all staff as they carry out their professional duties
- To communicate and consistently enforce the Ed Codes and school expectations
- To establish a safe and orderly school environment
- To provide and support student activities



# CONSEQUENCES

Consequences: Each *Essential School-Wide Rule* has set consequences attached to it. These consequences are the same for every student who violates these essential rules.

## CONSEQUENCES:

**Step 1:** a) Teacher uses effective classroom managements b) The teacher will make every effort to contact the parent/ guardian and keep a log of attempts & contacts.

**Step 2:** Teacher assigns SLC intervention.

### The following steps are referred to the office using a school referral.

**Step 3:** Administrator may assign Detention, Saturday School 1 or more times.

**Step 4:** Administrator may assign 1-3 days suspension.

**Step 5:** Administrator may assign 5-day suspension.

**Step 6:** Student is recommended for Behavior Review.

**Step 7:** Student is recommended for expulsion.

## CLARIFICATIONS:

- 1) The consequences listed for each rule are the starting level for a first time violation of the rule.
- 2) Administrators have the discretion to increase the level of consequences based on prior history or extenuating circumstances.
- 3) Not all offenses begin at step 1. More severe offenses begin at higher steps.
- 4) Failure to complete the assigned consequence will result in moving to the next step of consequences.
- 5) When a student has accumulated ten (10) days of suspension, he/she becomes a candidate for Behavior Hearing/Expulsion resulting in possible alternative placement.

## Parent and Student Commitment

Please read and sign

We hereby acknowledge receipt of the *2006—2007 Standards of Behavior, Seventh Edition* and have read and reviewed the contents.

We understand it is our obligation to meet these behavior standards.

Isaac Smith  
Parent/Guardian (Print name)

Manuel Smith  
Student (Print name)

Isaac Smith  
Parent/Guardian Signature

Manuel Smith  
Student's Signature

09/05/00  
Date

09/05/00  
Date

West Point Academy  
School

**PLEASE RETURN THIS PAGE TO YOUR STUDENT'S SCHOOL.**



Sacramento City Unified School District  
2009-2010

Standards of Behavior  
Parent and Student Commitment

Please read and sign

We hereby acknowledge receipt of the 2009-2010 Standards of Behavior, Ninth Edition as explained on pages 12 - 19 and have read and reviewed its contents.

We understand it is our obligation to meet these behavior standards.

Isaac Smith  
Parent/Guardian (Print Name)

Isaac Smith  
Parent/Guardian (Signature)

00/00/09  
Date

Manuel Smith  
Student (Print Name)

Manuel Smith  
Student (Signature)

00/00/09  
Date

\_\_\_\_\_  
School Name

PLEASE RETURN THIS PAGE TO YOUR STUDENT'S SCHOOL.



Sacramento City Unified School District  
2009-2010

**Parent/Student Acknowledgement of Receipt of Annual Parent and Student Rights Notification**  
**This form is to be returned back to your school principal.**

Parent and/or student may request a copy for your own record.

**Authorization for Release of Student Information & Other Health Coverage Inquiries (Page 4)**

This information is necessary for the school district to participate in the LEA Medi-Cal Billing Option.

Yes  No

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Health Insurance Coverage is Provided by: \_\_\_\_\_

Student's Health Insurance Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Student's Health Insurance Carrier Claims Address: \_\_\_\_\_

Name of Policy Holder: \_\_\_\_\_

**California Healthy Kids Survey: 5<sup>th</sup> Grade Students Only (Page 3)**

To gather information on behaviors from fifth grade students such as physical activity and nutritional habits, alcohol, tobacco, and other drug use; school safety; environmental and individual strengths and assets

Yes  No

**Release of Directory Information to Outside Agencies Including Military Recruiters (Page 23)**

The purpose of this document is to inform you of your rights regarding release of student directory information.

Please **do not** release my child's directory information to the following entities:

**Military Recruiter** (high school students only)  Institutions of higher learning  News Media

Parent Groups (PTA, School Site Council, etc.)  Prospective Employers

**Website Photos (Page 23)**

I give permission to allow my child's photo to appear in the district's website pages and on the school's web page

Yes  No

**Healthy Schools Act Annual Notification Pesticide Products (Page 4)**

This notification identifies the active ingredients in each pesticide product that will be used this school year.

I wish to be notified during this school year whenever a pesticide is going to be applied.

Yes  No

**Student Use of Technology/Internet and Electronic Communication (Page 26)**

To access Internet privileges while in a school environment

Yes  No

**I hereby acknowledge receipt of the Annual Parent and Student Rights Notification 2009-2010 which is information required by Education Code Section 48980. My signature is acknowledgement that I have been informed of my rights.**

Student Signature: Manuel Smith

Date: 00/00/09

Parent/Guardian Signature: Isaac Smith

Date: 00/00/09