

School: _____ Phone: _____

NOTE TO PARENTS: Please read the important parental rights information attached to this form.

PARENT CONFERENCE DATE: _____ at: ___AM PM INCIDENT DATE: _____

Conference attendees:

Student Name: _____ Student ID#: _____

Age: _____ Sex: _____ Grade: _____ Ethnic Code: _____ VEEP? Y N Special Education? Y N 504? Y N

Address: _____

Parent/Guardian Name: _____ Phone: _____

PERIOD OF SUSPENSION: Start Date: _____ Number of Days: _____ End Date: _____ May return to school on: _____

IF THIS BOX IS CHECKED, THE SITE ADMINISTRATOR IS RECOMMENDING THE STUDENT BE EXPELLED. STUDENT'S SUSPENSION IS EXTENDED PURSUANT TO EDUCATION CODE SECTION 48911(g). PARENT WILL BE CONTACTED REGARDING THE RECOMMENDATION FOR EXPULSION BY THE PLACEMENT AND APPEAL OFFICE.

01 Assaults/Battery/Mutual Combat

- a. Attempted or threatened to cause physical injury, including verbal/written threats, or mutual combat with minor or no injury
1st fight
2nd fight
3rd fight
c. Willfully caused minor injury upon the person of another, except in self-defense. (NOT mutual combat)
d. Willfully caused serious injury upon the person of another, except in self-defense (can include mutual combat)
f. Assault or battery on school employee
h. Sexual assault or sexual battery
k. Aids or abets the infliction or attempted infliction of physical injury

02 Weapons, Explosives, Dangerous Objects, Imitation Firearms

- g. Possessed, sold, or furnished a firearm, knife, explosive, or dangerous object
h. Brandished a knife
i. Possessed, sold or furnished devices such as snappers or poppers, firecrackers and fireworks other than M80's or cherry bombs
j. Possessed an imitation firearm

03 Controlled/Prohibited Substances

- a. Possessed / Used
1st offense
2nd offense
3rd offense
d. Furnished or sold
e. Possession of amount for more than personal use
h. Soma - offered, arranged to sell, or sold

04 Substance in Lieu of Controlled Substance

- b. Delivered, furnished, or sold

05 Robbery/Extortion (Includes attempts)

- a. Robbery or Extortion

06 Property-Damage

- a. Attempted to cause damage
b. Caused minor damage
c. Caused major damage

07 Property Theft

- a. Attempted to steal
b. Stole
c. Receipt of stolen property

08 Tobacco/Nicotine Product

- a. Possessed/Used
1st offense
2nd offense
3rd offense
4th offense

09 Obscenity

- a. Obscene act
b. Habitual profanity / vulgarity

10 Drug Paraphernalia

- a. Unlawful possession
b. Unlawfully offered, arranged or negotiated to sell

11 Disruption/Defiance

- a. Minor disruption / defiance
b. Major disruption / defiance

13 Sexual Harassment (Grades 4-12 only)

- a. Verbal/Visual
b. Minor physical contact (non-intimate)
c. Continued verbal, visual, or physical sexual harassment

14 Hate Incidents (Grades 4-12 only)

- a. Mutual combat
b. Offensive comment, intent to harm
c. Use of physical force, minor injury
d. Use of physical force, serious injury
e. Threat of violence
f. Vandalism or graffiti

15 Threats and Intimidation

- a. Witness intimidation using harassment and/or threats
c. Threat (death or grave bodily injury) to staff, or against school property (damage > \$1000)

17 Harassment (grades 4-12 only)

- a. Harassed, intimidated, or threatened pupil(s) or district personnel with intended effect of disrupting class work, creating substantial disorder, or creating an intimidating or hostile educational environment.

18 Hazing

- a. Hazing

MUST call School Police Services: 619-291-7678
Event #:
Date of Incident:
School hours or activity: yes no
On campus
Off campus, school-sponsored activity
On school bus
Directly to/from school

Principal must recommend expulsion, pursuant to Administrative Procedure 6295

Suspension Waiver: Principal determines length of suspension and may waive a portion or all of a suspension for specific substance violations. Refer to Substance Use Intervention Contract (22A4500)

ELEMENTARY LEVEL ONLY: Principal may follow in lieu of expulsion process for all listed offenses, except for the following mandated offenses, that require expulsion recommendation
01h, 02g (only firearm or explosive),
02h, 03d (only selling)

Comments: _____

Date Prepared: _____ By: _____

Parent/Guardian telephoned by: _____ Date: _____

PRINCIPAL SIGNATURE: _____

Title: _____

Time: _____AM PM

Date: _____ Revised (07/25/06)

To the Parent:

This suspension has been issued in accordance with California Law and San Diego Unified School District Administrative Procedure No. 6290.

- (1) During the period of this suspension, the student is to remain at home during school hours or under the direct supervision of the parent and is prohibited from entering upon premises of San Diego City Schools (except in connection with an authorized or official meeting or other proceeding related to this suspension).
- (2) The parent or guardian of the student has the right to attend a meeting with school officials at which time the causes, the duration, the school policy involved, and other matters pertinent to the suspension shall be discussed. The parent or guardian can call the school at the number listed on the front of this form and make an appointment to discuss this suspension.
- (3) If a student had been recommended for expulsion, a five (5) day suspension will be issued due to the seriousness of the offense.
- (4) The parent or guardian has a right to review all the student's school records.
- (5) The pupil or the pupil's parents or guardian have the right to request an appeal of the suspension. The written appeal must be submitted within fifteen (15) school days of the first day of suspension. For information related to a suspension appeal and/or to receive a Suspension Appeal Form, please call (619) 725-5660.

The signature of the administrator on the front of this form is to verify that the student has been informed of the reasons for this suspension, presented with the facts upon which the suspension is based, and given the opportunity to present his/her explanation of what occurred.