

Student Name: _____ Student ID#: _____ School: _____

Age: _____ Sex: _____ Grade: _____ Ethnic Code: _____ Special Ed Y N 504 Y N Foster Care Y McKinney-Vento Y Manifestation Needed? Y N

INCIDENT DATE: _____ SUSPENSION PERIOD- Start: _____ End: _____ Number of Days: _____ Return to school on: _____

Description of incident: _____

Date student interviewed: _____ In person parent conference held on: _____ (date) at _____ (time). Parent declined meeting? Y N

Conference attendees: _____ Parent Initials: _____

Previous Interventions Attempted: _____

01 Assault/Battery/Mutual Combat

- a. Caused, attempted, or threatened to cause physical injury
- c. Willfully caused minor injury, except in self-defense
- d. Willfully caused serious injury, except in self-defense
- f. Assault/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

- a. **Possessed/sold/furnished a firearm** ★ •
- b. Possessed/sold/furnished a knife
- c. **Possessed/sold/furnished explosive** ★ •
- d. Possessed/sold/furnished dangerous object
- h. **Brandished a knife** ★ •
- i. Possessed, sold or furnished fireworks other than M80's or cherry bombs
- j. Possessed imitation firearm

03 Controlled/Prohibited Substances

- a. Possessed / Used / Under the Influence •
- 1st offense •
- 2nd offense •
- 3rd+ offense •
- d. **Sold (any amount)** ★ •
- e. Possession of an amount for more than personal use •
- h. Furnished (any amount) •

04 "In Lieu Of" Substance

- b. Delivered, furnished, or sold •

05 Robbery/Extortion (includes attempts)

- a. Robbery or Extortion •

06 Property Damage (provide a cost of damage(s) and repairs)

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

07 Property Theft

- a. Attempted to steal
- b. Stole

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 Controlled-Substance Paraphernalia

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

11 Disruption/Defiance (Grade 4-12 only)

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

13 Sexual Harassment (Grade 4-12 only)

- a. Verbal/Visual
- b. Physical contact (non-intimate)
- c. Continued 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. Harassed, threatened or intimidated a student witness
- c. Terroristic threats
 - school official (death or great bodily injury ONLY)
 - school property (over \$1000)
- d. Bullying (including electronic acts)

17 Harassment (grades 4-12 only)

- a. Harassed, intimidated, or threatened pupil or district personnel

18 Hazing

- a. Hazing

★ = **Must** recommend for expulsion
☑ = **May** recommend expulsion

• = **Must** call School Police 619-291-7678/Event#

IF CHECKED, THE SITE ADMINISTRATOR IS RECOMMENDING THE STUDENT BE EXPELLED AND MUST INFORM PARENT/GUARDIAN OF RECOMMENDATION.

Parent/Guardian Name: _____ Parent/Guardian telephoned on: _____ Time: _____ By: _____

Parent/Guardian Address: _____ Phone #: _____

Principal Signature: _____ Date: _____ Prepared by: _____ Date: _____

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 any San Diego Unified School District campus (except in connection with an authorized or official meeting or other proceeding related to this suspension).
- (2) The parent or guardian of the student shall attend a meeting with school officials at which time the causes, duration, school policy involved, and other matters pertinent to the suspension shall be discussed. The parent or guardian shall 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. It is not the charge of Placement and Appeal to agree or disagree with the site administrator to suspend, but to assure that district procedures were followed. For information related to a suspension appeal and/or to receive a Suspension Appeal Form, please call (619) 725-5660.