

**SACRAMENTO COUNTY OFFICE OF EDUCATION  
NOTICE OF STUDENT SUSPENSION**

**Suspension Priority and MIS Code#**

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

School/Program Name \_\_\_\_\_ School Phone # \_\_\_\_\_

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_ Home Phone # \_\_\_\_\_

Parent Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Date of this Notice: \_\_\_\_\_ Suspension Date: \_\_\_\_\_ Time: \_\_\_\_\_ (A.M.) \_\_\_\_\_ (P.M.) \_\_\_\_\_

Dear Parent/Guardian:

This notice is to confirm that your son/daughter has been suspended for the violation of state law and school/program rules. The Sacramento County Office of Education (SCOE) may suspend a student for conduct during regular school hours, while going to and from school, and during school activities on or off school grounds. Your child is advised to remain at home during school hours on each day of suspension and shall not attend or participate in school activities.

The Education Code requires the school to request that you attend a conference with us to review your son/daughter's behavior so that we can work together toward his/her satisfactory adjustment to school. A conference has been set for (date) \_\_\_\_\_ (time) \_\_\_\_\_.

Please notify \_\_\_\_\_ at the school phone number (above) if you plan to attend. You also may request a separate meeting with the Superintendent's designee, \_\_\_\_\_ to review the suspension. This meeting may be scheduled by calling the Department Director, \_\_\_\_\_ at phone # \_\_\_\_\_. You have the right to access your child's school records at any time.

Parent Contact Made: Date \_\_\_\_\_ Time \_\_\_\_\_ By Principal (or designee) \_\_\_\_\_

**DURATION OF SUSPENSION**

Suspension starts on \_\_\_\_\_ Return date \_\_\_\_\_ Day(s) suspended this offense \_\_\_\_\_ Total day(s) suspended this school year \_\_\_\_\_

Extension of suspendable days being recommended (Education Code 48911) Yes [ ] No [ ]

Special Education Student: Yes [ ] No [ ] **If Yes, list the MIS reason codes in priority order at the top of this form (see back).**

Expulsion Recommended: Yes [ ] No [ ]

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Additional information, if required, is on the attached pages. This is page \_\_\_ of \_\_\_.

Please turn the Notice of Student Suspension form over for reason for student suspension.

Explanation of Suspension: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Notified by Teacher</b>	<b>Name</b>	<b>Date/Time Phoned #</b>	<b>Date Suspension Notice Mailed</b>
Principal	_____	_____	_____
Parent/Legal Guardian	_____	_____	_____
[ ] Sheriff [ ] Police	_____	_____	_____

**INSTRUCTIONS:** Check all offenses by the letter that applies. For Special Education students, also list the corresponding MIS codes for up to three discipline reasons, with the primary reason listed first, on the front of this form in the upper right corner.

REASON FOR ACTION - Education Code section 48900 et seq.

		<u>MIS Code</u>
___ * a(1)	<b><u>Caused</u></b> , attempted to cause, or threatened to cause <b><u>physical injury to another person</u></b> . (r) 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 to expulsion, pursuant to the provisions of 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).	#30
___ * a(2)	<b><u>Willfully used force or violence upon the person of another</u></b> , except in self-defense.	#31
___ * b	<b><u>Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object</u></b> 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.	#32
___ c	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,	#33
___ * d	<b><u>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</u></b> , an alcoholic beverage, or an intoxicant of any kind, and then 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.	#34
___ * e	<b><u>Committed</u></b> or attempted to commit <b><u>robbery or extortion</u></b> .	#23
___ * f	<b><u>Caused</u></b> or attempted to cause <b><u>damage to school property or private property</u></b> ; (s) "school property" includes, but is not limited to electronic files and databases ("hacking")	#35
___ * g	<b><u>Stolen</u></b> or attempted to steal <b><u>school property or private property</u></b> .	#36
___ h	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.	#37
___ i	Committed an obscene act or engaged in habitual profanity or vulgarity:	#38
___ j	Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code;.	#39
___ k	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.	#40
___ l	Knowingly received stolen school property or private property.	#41
___ m	Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica or a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.	#42
___ * n	<b><u>Committed or attempted to commit a sexual assault as defined in Section 261, et seq. of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.</u></b>	#13
___ o	Harassed, threatened, or intimidated a pupil who is a complaining witness or 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.	#43
___ (p)	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma	
___	EC 48900.2 Committed sexual harassment with unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature as defined in BC 212.5 (grades 4-12).	#50
___	EC 48900.3 Willful interference with or threatening another person's personal property rights due to his/her race, ethnicity, national origin, religion, disability, or sexual orientation (grades 4- 12).	#51
___	EC 48900.4 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 (grades 4- 12).	#52
___	EC 48900.7 Made terrorist threats against school officials or school property.	#53

**Reasons for Expulsion - EC 48915(a): A student shall be recommended for expulsion of any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:**

___ * (1)	<b><u>causing serious physical injury to another person, except in self-defense.</u></b>	#20
___	<b><u>possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil</u></b>	#21
___ * (3)	<b><u>unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code</u></b>	#22
___ * (4)	<b><u>robbery or extortion</u></b>	#23
___ * (5)	<b><u>assault or battery, as defined in Sections 240 &amp; 242 of the Penal Code, upon any school employee.</u></b>	#24

**Reasons for Immediate Suspension and Recommendation for Expulsion for any of the following acts - EC48915(c):**

___ * (1)	<b><u>possessing, selling or otherwise furnishing a firearm if the possession is verified by an employee of the district.</u></b>	#10
___ * (2)	<b><u>brandishing a knife at another person.</u></b>	#11
___ * (3)	<b><u>unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the HSC (Section 1105301.</u></b>	#12
___ * (4)	<b><u>committing or attempting to commit a sexual assault or committing a sexual battery as defined in BC 48900(n)</u></b>	#13
___ * (5)	<b><u>possession of an explosive</u></b>	#21

*Violation of the EC sections underlined and/or with an asterisk (\*) and in bold print requires a Police Report to be filed.*

