



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Instructions on Completing a Suspension Form

Presented by: Attendance & Discipline Support Services

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www.ousd.org



@OUSDnews



Why is this Important?

1. Incomplete Suspension Forms can be invalid
 - a. Parent/Guardian can have cause for appealing a suspension
 - b. Lawyers can challenge suspension forms
2. Due Process violation



Step 1: Pre-Suspension Conference

1. **Student violates Education code**
 - a. (while on, going to or coming from school grounds/ any school sponsored activity)
2. **Prior to suspending a student you must:**
 - Investigate
 - Talk to victims/witnesses/ accused
 - Get facts
 - Collect witness/accused statements
 - Review security footage, cell phone footage
 - Have a Pre-suspension conference
 - Allow the student to provide their side of the incident prior to issuing a suspension
 - Have translator present if needed
 - Tell student of education code violations

Emergency Suspensions



EMERGENCY SUSPENSION If the box is checked, your son/daughter has been suspended for an emergency suspension because of an immediate and present danger to the life, safety, or health of pupils or school personnel. Your son/daughter has the right to a conference and the right to return to school for the purpose of a conference within 2 school days. You and your son/daughter are invited to attend a meeting with an administrator on _____/_____/_____ at _____:_____/_____/_____ a.m./p.m. at the school to discuss this suspension. If the child is physically unable to return to campus because of incarceration or hospitalization, the conference will take place as soon as the child is physically able to return to school.

1. Under Section 48911 of the Education Code, a parent is required to respond without delay to requests to attend a conference with school officials regarding the pupil's behavior. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at such conference.

2. Under Section 48913 of the Education Code, the teacher of any class from which a pupil was suspended may require the suspended pupil to complete any assignments and tests missed during the suspension.

3. The pupil's parent(s) or guardian(s), if desired, may also require a meeting with school administration officials to discuss the causes, duration and school policy involved, and other matters pertinent to the suspension and have the right of access to school records pertaining to this suspension.

PLEASE NOTE: During the period of this suspension, the student must not be on or near any school campus and must remain away from school (except to return at a specified time for a suspension conference in the case of an emergency suspension). The student also may not attend, as participant or spectator, any school activity either at or involving his/her school or another school in the District. Supervision during the length of suspension is the direct and sole responsibility of the parent or guardian.

Pupil's Signature (merely acknowledges receipt of suspension notice): _____ (if available to sign)

Contact of Parent(s)/Guardian(s) made by: _____ Date: ____/____/_____ Time: _____ a.m./p.m.

If no contact, attempts made: (1) ____/____/_____ Time: _____ a.m./p.m. (2) ____/____/_____ Time: _____ a.m./p.m.

Principal/Designee's Signature: _____ Telephone: (510) _____ Date: ____/____/_____ Time: _____ a.m./p.m.

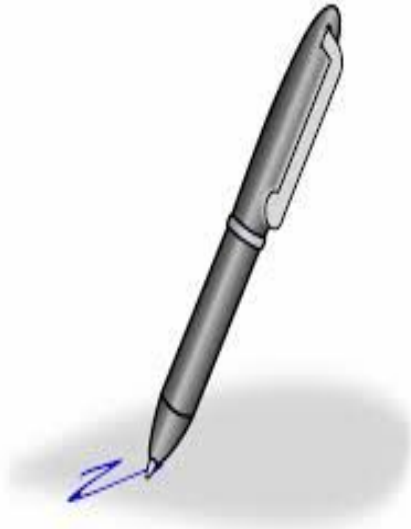
08/2018 Distribution: 1st Copy: Student 2nd Copy: Parent 3rd Copy: School Records

An Emergency Suspension may be issued if a situation presents an immediate danger to staff or students that prevents the administrator from holding a face-to-face pre-suspension conference with the student the day of the incident.

1. If an emergency suspension is issued, the site administrator must provide the opportunity for the student and parent to meet with the administrator within **2 school days** of the 1st day of suspension.
2. The time and date of this meeting must be written on the suspension form and inform parent/guardian by phone.
3. The suspension notice must be completed and mailed to the parent on the 1st day of suspension.



Step 3: 1st Section (Student Info)



- Top portion requires you to complete all student data.
 - Include incident number that is generated when entering in Aeries
- Make sure your writing is legible.



Step 4: Length of Suspension

Student Discipline and Intervention Matrix

The following Figure 5 presents student behaviors and recommended interventions for Type I through Type VI offenses.

Behavior/Offense	Recommended Intervention	Suspension	Referral for Expulsion	Notice to Police
Type I (Classroom-Managed Behaviors)				
Dress code violation	Teachers are expected to complete at least three Pre-Referral Interventions from the Universal Referral Form (URF) before an office referral (see Pre-Referral Intervention Guide for details)	No	No	No
Picking on, bothering, or distracting other students				
Technology violation (i.e., using cell phone in class without permission)				
Use of profanity or vulgarity (not directed toward adults)				
Failure to follow directions (all grades)				
Cutting class or repeatedly truant				
Possessed or used tobacco				
Type II				
Repeated Type I offense	One or more appropriate interventions from the Post-Referral Guide (also listed at the bottom of the URF)	No	No	No
Repeated failure to follow directions (K-3) (suspension never permitted for K-3)				
Repeated failure to follow directions (4-12)	Discouraged and not permitted unless tiered interventions have been attempted and failed. (Note that out-of-school suspensions for defiance will be phased out by 2017.) Sexual Harassment Optional 1 day			
Use of profanity toward adults				
Trespassing	Optional 1 day			
Bullying/Harassment Level 1 (teasing, name calling, excluding, giving dirty looks, gossiping)				
Sexual Harassment Level 1 (verbal, written, or electronic comments that are sexually offensive or degrading)				
Intentional destruction of school property including graffiti or tagging				
Possession of firecrackers (non-projectile)				

- Length of suspension varies depending on incident
- Refer to [Discipline Matrix](#) when making decisions regarding suspensions
 - The matrix is a guideline that must be adhered to, as it is district policy
- 4 day suspension are **prohibited**
- 5 day suspensions can **only** be issued when referring for expulsion

Step 5: Charges/Interventions



Make sure that the proper education code violation is checked

- **Section A**
 - Two interventions required before any section A suspension is imposed unless student poses immediate danger to persons or property
- **Section B**
 - One intervention required before any section B suspension is imposed
- **Section C**
 - Any appropriate interventions recommended, but not required

Step 6: Signature(s)



Gather all signatures that are indicated in suspension form

1. Pupil signature (if not emergency suspension)
 - a. Acknowledges receipt of suspension notice.
 - b. If student refuses to sign, write “*refused to sign*”.
2. Principal/Designee Signature
 - a. This makes a suspension form valid

Pupil's Signature (merely acknowledges receipt of suspension notice) _____ (if available to sign)

Contact of Parent(s)/Guardian(s) made by: _____ Date: ____/____/____ Time: _____ a.m./p.m.

If no contact, attempts made: (1) ____/____/____ Time: _____ a.m./p.m. (2) ____/____/____ Time: _____ a.m./p.m.

Principal/Designee's Signature _____ Phone: (510) _____ Date: ____/____/____ Time: _____ a.m./p.m.

08/2018 Distribution: 1st Copy: Student 2nd Copy: Parent 3rd Copy: School Records



Translation, if needed

If student speaks ANY language outside of English...

Site must provide translation, in both forms:

- **Written**
- **Verbal**

Translated Suspension forms can be found in the [Discipline Toolkit](#) as well.



Step 7: Copy/Distribution/Notification



- Make 2 additional copies
 - 1st copy for student
 - 2nd copy for parent/guardian
- Original suspension form is for site records
- Call parent/guardian to notify of suspension

Step 8: Input into Aeries



All suspension forms must be inputted into Aeries under Guidance, then Assertive Discipline.

1. **Log in suspension form into Aeries**
 - a. Input disposition and include dates/days of suspension
2. **Under Attendance**
 - a. Put “**S**” code on dates of suspension

AbsLtr: 0 Date: TdyLtr: 0 Date:

Attendance Calendar

monday		tuesday		wednesday		thursday		friday							
Date	A	0123456789	Date	A	0123456789	Date	A	0123456789	Date	A	0123456789				
08/12	----	A-	08/13	---	A	08/14	----	08/15	-----	08/16	A	A-A-A			
08/19	A	-A-A-	08/20	---	S-S	08/21	S	---	S-S-S	08/22	S	---	S-S-S		
08/26	S	---	S-S-S	08/27	D	D-D-D	08/28	D	D-D-D	08/29	D	D-D-D	08/30	D	D-D-D
09/02	HOLIDAY	09/03	D	D-D-D	09/04	D	D-D-D	09/05	D	D-D-D	09/06	D	D-D-D		
09/09	D	D-D-D	09/10	D	D-D-D	09/11	D	D-D-D	09/12	---	A-	09/13	D	D-D-D	
09/16	A	-A-A-	09/17	---	A-A	09/18	---	A----	09/19	-----	09/20	-----			
09/23	-----	09/24	-----	09/25	-----	09/26	-----	09/27	STAFF DEV						
09/30	-----	10/01	-----	10/02	-----	10/03	-----	10/04	-----						
10/07	-----	10/08	-----	10/09	-----	10/10	-----	10/11	-----						
10/14	HOLIDAY	10/15	-----	10/16	-----	10/17	-----	10/18	-----						
10/21	-----	10/22	-----	10/23	-----	10/24	-----	10/25	-----						
10/28	-----	10/29	-----	10/30	-----	10/31	-----	11/01	-----						

Fill Periods: All day code will go in every period the student has classes.

Update ATT Data Quick Print Print Attendance Notes Refresh Totals Print Readmit Slip

Year		Code Description										
Days Enrolled: 27	Days Present: 8 (29.6%)	All	0	1	2	3	4	5	6	7	8	9
Days Excused: 0	Days Unexcused: 15	A UNVERIFIED	3				1	3	2	4	3	
Periods Tardy: 0	Days With Truancies: 12	D DHP	10					7	5	7	5	7
Days Suspended: 4	Days In School Suspension: 0	S SUSPENDED	4					2	2	3	2	3



Amendments to Suspension Form

Amended

OAKLAND UNIFIED SCHOOL DISTRICT
Notice of Pupil Suspension

Special Education 204 Yes No
Suspended 30 or more days Yes No
14 CFR 2014 2016
Alternative Dispute Resolution Yes No
Foreign Birth Yes No
Refused to PDP Yes No

Today's Date: 8/28/14 Date entered in Arcadia: 2/1/15
Incident Number: _____

Student's School ID: _____

Grade: 12 Site Code: 500
Sec: 0406 Female Male

Pupil's Name (Last, First, Middle): _____ High Date: 5/31/07 (SID) _____
Parent/Guardian: _____ Address: _____ (SID) _____
Date of Birth: 1/28/04 (DOB) _____
Home Telephone: 510-322-1919 Home: 8/28/14 (Date) _____
I request _____ days this year, 5 Days (5 Dgs)
_____ has been suspended _____ days this year, 5 Days (5 Dgs)
to help behavior, the first 17 part of school

EDUCATION CODE SECTION 48900 AUTHORIZES SUSPENSION FROM SCHOOL FOR (CHECK ALL BOXES THAT APPLY):

SECTION A: TWO INTERVENTIONS REQUIRED BEFORE ANY SECTION A SUSPENSION IS IMPOSED, UNLESS EXCEPTION APPLIES

<input type="checkbox"/> Caused or attempted to cause damage to school or private property.	48900(f)
<input type="checkbox"/> Stole or attempted to steal school or private property.	48900(g)
<input type="checkbox"/> Possessed or used tobacco or nicotine products.	48900(i)
<input type="checkbox"/> Committed an obscene act or engaged in habitual profanity or vulgarity.	48900(j)
<input type="checkbox"/> Unlawfully possessed, offered, arranged or negotiated to sell drug paraphernalia (as defined in Health & Safety Code 11014.5).	487900(i)
<input type="checkbox"/> Knowingly received stolen school or private property.	48900(k)
<input type="checkbox"/> Possessed an electronic paging, signaling, listening or recording device without principal/designee approval.	48901.5, 51512
<input type="checkbox"/> Engaged in, or attempted to engage in, hazing.	48900 (ag)
<input type="checkbox"/> 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.	48900(i)

Interventions: 1 _____ Date: 1/1
2 _____ Date: 1/1

Exception: Describe how pupil's presence causes an ongoing danger to persons or property.

SECTION B: ONE INTERVENTION REQUIRED BEFORE ANY SECTION B SUSPENSION IS IMPOSED, UNLESS EXCEPTION APPLIES

<input type="checkbox"/> Harassment, threat, or intimidation, directed against a pupil or group of pupils, sufficiently severe or pervasive to have the actual or reasonably expected effect of materially disrupting class work, creating substantial disorder, and violating the right of that pupil/group of pupils by creating an intimidating or hostile educational environment. (Grades 4-12 only)	4910.4
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Intervention: _____ Date: 1/1

Exception: Describe how pupil's presence causes an ongoing danger to persons or property.

SECTION C: ANY APPROPRIATE INTERVENTIONS RECOMMENDED BUT NOT REQUIRED BEFORE SUSPENSION

<input type="checkbox"/> Caused, attempted or threatened physical injury to another person or	48900(d)(1)
<input checked="" type="checkbox"/> Willfully used force or violence upon another person, except in self-defense.	48900(d)(2)
<input type="checkbox"/> Possessed, used, or furnished any firearm, knife, explosive or dangerous object.	48900(b)
<input type="checkbox"/> Possessed, used, sold, furnished or been under influence of any controlled substance, alcoholic beverage or intoxicant of any kind.	48900(c)
<input type="checkbox"/> Offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or intoxicant and then sold, delivered or furnished a liquid substance or material represented to be a controlled substance, alcoholic beverage or intoxicant.	48900(d)
<input type="checkbox"/> Committed or attempted to commit robbery or extortion.	448900(e)
<input type="checkbox"/> Possessed an imitation firearm.	48900(m)
<input type="checkbox"/> Committed or attempted to commit sexual assault or committed sexual battery as defined in Penal Code.	48900(n)
<input type="checkbox"/> Harassed, threatened, and intimidated a pupil to prevent from or mitigate against for being witness in school disciplinary hearing.	48900(o)
<input type="checkbox"/> Unlawfully offered, arranged or negotiated to sell, or sold in self-defense, or sold the prescription drug Soma.	48900.2
<input type="checkbox"/> Committed sexual harassment as defined in Education Code 212.5. (Grades 4-12 only).	48900.3
<input type="checkbox"/> Caused, attempted or threatened to cause or participated in an act of hate violence as defined in Education Code 213. (Grades 4-12 only).	48900.3
<input type="checkbox"/> Made threats against school officials or school property, or both.	48900.7

I HEREBY CONFIRM THAT I AM THE PARENT OR GUARDIAN OF THE PUPIL AND I HAVE READ AND UNDERSTAND THE CONTENTS OF THIS NOTICE OF PUPIL SUSPENSION AND THE PUPIL'S RIGHTS AND OBLIGATIONS.

1. If you need to make any changes to any suspension forms (after issued to parent/guardian)
 - a. Make a copy of original suspension form
 - b. Write at the top **“Amended”**
 - c. Highlight any changes made
 - d. Mail to parent/guardian
 - e. Repeat directions for translated copy