



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Guidelines for Student Suspensions

NUMBER: BUL- 5655.3

ISSUER: Earl R. Perkins, Associate Superintendent
Division of District Operations

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ROUTING
Local District Superintendents
Administrators of Operations
Administrators of Instruction
Coordinators
Principals
Assistant Principals
Counselors
Deans

POLICY: There are situations that may require suspension in response to student misconduct; however, suspension, including supervised suspension (such as in-school suspension and class suspension), should be utilized for adjustment purpose only when other means of correction have failed to bring about proper conduct and/or safety is at risk. Prior to issuing a student suspension, school administrators should implement a system of positive behavior support and strategic intervention that are age appropriate and designed to progressively and effectively address and correct the student’s specific misconduct. All Local Districts (LDs) and school-site discipline plans, codes, and procedures, including those determined by local school governance councils, shall be consistent with the policies and practices set forth herein.

MAJOR CHANGES: This Bulletin replaces BUL-5655.2 of the same title, dated August 19, 2013. It revises District policy and procedures regarding student suspensions based on updated State and Federal laws and with the District’s implementation of the My Integrated Student Information System (MiSiS). It also reflects the District’s re-organization and the continuous implementation of Board Resolution: School Discipline Policy and School Climate Bill of Rights.

GUIDELINES: This Bulletin aligns LAUSD suspension policies and procedures with current State and Federal laws, as well as with the District’s Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support ([BUL-6231.0](#), February 14, 2014). It requires school administrators, whenever possible, to utilize positive behavior support and interventions for violations, prior to or in lieu of suspension, to resolve disciplinary issues. By law, alternatives to suspension must be used to address problems of truancy, tardiness, and/or other attendance-related issues. All schools are required to utilize the MiSiS to monitor student behavior, search and update discipline records, provide data-driven interventions, and develop solutions and strategies to effectively address student behavior; and shall document all information regarding student suspension in the MiSiS as described in BUL-5808.3, issued March 23, 2015.

1. The principal of each school must ensure that expectations of student behavior and discipline policies are communicated to staff, parents, and students at the beginning of each school year and to all newly enrolled students and their parents at the time of enrollment in the school.



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2. It is the responsibility of school principals to develop procedures for implementing alternatives to suspension at their school sites, including any and all interventions. Pursuant to E.C. Section 48911.2 (a), schools with out-of-school suspension numbers that exceed 30% of their enrollment from the previous school year shall consider implementing alternatives to suspension.
3. Before imposing a suspension, including in-school suspension, for student misconduct, the principal or administrative designee should consider on-site remedial measures, resources, and interventions that address the needs of the student. Once the principal issues the suspension, the suspension can only be rescinded by the Local District (LD) Administrator of Operations/Designee through an appeal process and not at the school site level. However, when a principal determines that a student committed a 48915 (c) offense (*See Attachment B Category I*) at school or at a school activity, principals have no discretion in the matter and must immediately suspend and recommend expulsion.

When a student is suspended from class by the teacher, the parent may appeal the class suspension to the school principal following the procedures described in this bulletin and the result should be documented and reflected in the student's records.

4. Prior to issuing a suspension, a discipline referral must be created. All suspension information must be entered into the MiSiS Support module and all remedial measures, including prior interventions, must be documented in the Referral Detail and Action Taken screens. (*See BUL-5808.3, MiSiS Student Support Module Required Usage, March 23, 2015, and access <http://achieve.lausd.net/Page/5831> for job aids.*)

I. DEFINITIONS

- A. **Suspension:** Removal of a student from ongoing instruction for adjustment purposes. The three types of suspension are school suspension, in-school suspension, and class suspension. A student may be suspended from one class or all classes and still remain in school during the period of suspension if the student is appropriately supervised and instructed.
- B. **Alternatives to Suspension:** Responses that are age appropriate and designed to address and correct the student's specific misconduct and that provide the student with an opportunity to learn the skills necessary to avoid recurrence of misconduct. (*See BUL-6231.0, February 14, 2014.*)



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- C. Principal: Unless otherwise specified, the term “principal” shall refer to the school principal or principal’s administrative designee.
- D. Principal’s Designee: The principal may designate and specify in writing any one or more administrators at the school as the “principal’s designee(s)” to assist in disciplinary procedures. If no such person is available at the school site, the principal may identify the principal of a neighboring school to be his/her designee for student discipline matters. The name(s) of the designee(s) shall be kept on file in the principal’s office and should be entered in the designee tab of Administrator Online Certification System that can be accessed at principalportal.lausd.net.
- E. Parent: The term “parent” shall refer to the student’s parent(s), legal guardian(s), or other adult(s) holding educational rights.

II. LEGAL AUTHORIZATION FOR SUSPENSIONS

- A. The California Education Code permits the superintendent or the principal of the school in which the student is enrolled to suspend a student if it is determined that the student committed any act(s) listed under E.C. Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915. (*See Attachments A and B*) However, the District’s policy prohibits suspension and expulsion to be utilized as corrective measures in response to student misconduct of willful defiance as described in E.C. Section 48900 (k)(1).

Offenses described in E.C. Section 48915 (c)(1) through (c)(5) and under Category I of the Matrix for Student Suspensions and Expulsion Recommendations require immediate notification to law enforcement and immediate suspension from school and recommendation for expulsion if it is determined that the student had committed the act at school or at a school activity off school grounds. (*See Attachment B*)

Students enrolled in kindergarten and grades 1 to 3 shall not be suspended or expelled due to sexual harassment (E.C. Section 48900.2), an act of hate violence (E.C. Section 48900.3), threats and intimidation against district personnel or pupils (E.C. Section 48900.7), or disruption of school-wide activities [E.C. Section 48900 (k)(1)].

- B. Suspension of a student from school shall be employed only if the offense is related to school activity or school attendance. These offenses may occur at any time, including, but not limited to, while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; or during, or while going to or coming from, a school-sponsored activity.



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- C. For all students, a single suspension may not be issued for more than five (5) consecutive school days. However, in instances where the student is being recommended for expulsion, E.C. Section 48911 (g) authorizes that school districts may extend student suspensions beyond five consecutive school days, except for students with disabilities. (*See Section II. E.*)

For purposes of this section, the LD Administrator of Operations is the designee of the Superintendent of Schools and may extend the student's suspension pending the results of the expulsion hearing. Such an extension may be imposed only when the following conditions are met:

1. The principal shall submit the recommendation to extend the suspension beyond five days to the LD Administrator of Operations or designee for approval during the five-day suspension period.
2. The LD Administrator of Operations or designee must schedule to meet with the student and the parent within the five (5)-day suspension period.
3. The LD Administrator of Operations or designee must determine, after the meeting, that the presence of the student at any school would cause a danger to persons or property or a threat of disrupting the instructional process.
4. If the action to extend suspension is not completed within the five (5)-day suspension period, the student shall be enrolled in an interim educational program.

If it is determined that the extension of suspension authorized by the LD Administrator of Operations needs to be further extended (until the Board takes final action on the expulsion recommendation), the Superintendent of Schools shall then authorize this extension.

- D. Pursuant to E.C. Section 48903, the number of days for which a student in general education, including any student being served under Section 504 of the Rehabilitation Act of 1973, may be suspended from school shall not exceed 20 days in any school year unless the student is transferred to another school or program for adjustment purposes, in which case, the number of days of suspension may be increased by 10, making the total number of suspension days from school in any school year 30. Every attempt, however, shall be made to address student misconduct by implementing interventions and alternatives to suspension.



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- E. The maximum number of days in a school year a student who receives special education services can be suspended shall not exceed 10, unless a court order stipulates otherwise.

Note: “Informal Suspension” (e.g., a parent is told to keep a child at home under the supervision of the parent, or a student is sent home without an official Pupil Suspension Notice) is a violation of California Education Codes, the Individuals with Disabilities Education Improvement Act (IDEIA), and District policy. It is prohibited.

III. NOTIFICATION TO LAW ENFORCEMENT

E.C. Section 48902 authorizes that the school principal, prior to suspending or recommending expulsion of a student, notify the local law enforcement if it is reasonably suspected that the student committed any of the following acts:

- A. Assault with a deadly weapon. [Penal Code (P.C.) Section 245]
- B. Possession or sale of narcotics or a controlled substance or sale or delivery of a substance represented as alcohol, a controlled substance, or any intoxicant. [E.C. Sections 48900 (c) and (d)]
- C. Possession of a firearm(s) at a public school. [P.C. Section 626.9]
- D. Possession of a dirk, dagger, ice pick, knife having a fixed blade longer than 2½ inches, folding knife with a blade that locks into place, razor with an unguarded blade, taser or stun gun, BB or pellet or other type of air gun, or spot marker upon the grounds of any school within a K-12 school district. [P.C. Section 626.10]

If the student is arrested, or released to a peace officer, the principal shall take immediate steps to notify the parent regarding the place to which the student is reportedly being taken. Prior to the release of the student to law enforcement, the principal should obtain the name, badge number, and contact information of the officer taking custody of the student. This information should be shared with the parent. Efforts to notify the parent should be documented.

Note: The principal shall not suspend a student at the time of arrest before affording the student due process rights to a conference, nor shall the principal suspend in absentia while the student is incarcerated. The principal shall wait until the student is released from custody and returns to the school and then proceed with appropriate disciplinary action. However, the principal shall begin to investigate the misconduct and gather evidence



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immediately unless otherwise instructed in collaboration with law enforcement.

IV. SCHOOL SUSPENSION BY PRINCIPAL (E.C. SECTION 48911)

A. Informal Conference with the Student

Schools are required to be proactive and to implement interventions at the earliest sign that a student's behavior is impeding his or her learning. When student misconduct requires disciplinary action, the principal shall conduct an informal conference with the student prior to issuing a suspension. At this conference, the student shall be informed of the reason(s) for the disciplinary action and shall be given the opportunity to respond to the charge(s) and to present a defense. In addition, the principal should encourage the student to write a statement concerning the alleged misconduct and to sign and date it. (*See Attachment C*)

B. Suspension Conference with the Parent

If suspension is necessary, the principal shall notify the parent, remind the parent that suspension is a disciplinary action, and schedule a parent conference. The principal shall inform the parent that the parent is expected to respond without delay to any request from school officials to attend a conference regarding his or her child's behavior.

Note: No student shall be penalized for his or her parent's failure to attend a conference with a school official. The return of a suspended student shall not be contingent upon attendance by the student's parent at the school conference.

C. Emergency Situation

A principal may suspend a student without holding an informal conference only if an emergency situation exists. The term "emergency situation" means that the principal has determined that the immediate conditions constitute a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended from school without the conference, the designated administrator shall notify both the parent and the student of their right to a conference and of their right to return to school for that purpose. The conference shall be held at the earliest time possible, but no later than two (2) school days after the incident takes place unless the student waives this right or is physically unable to attend. In the latter instance, the conference shall be held as soon as the student is able to attend.



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D. Issuing a School Suspension

1. The principal shall give the student being suspended from school a copy of the Pupil Suspension Notice, signed by the principal, along with the appeal form and instructions generated from the MiSiS Suspension screen in the student's home language and English to take home to their parent. School personnel shall also mail a signed copy to the parent.
2. A copy of the signed Pupil Suspension Notice shall be kept in the student's discipline file, the "Yellow Folder" as described in [BUL-3927.2](#), Mandated Reporting of Certain Student Behavior, September 13, 2010, and never in the cumulative record folder. Any efforts by school/District personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
3. The principal shall notify appropriate school staff of all student suspensions on a daily basis. Secondary principals need to notify all affected teachers.

E. Releasing the Student from School

When a student is suspended from school, the student shall not be released from school before the end of the student's school day unless the parent picks up the student, or authorizes in writing (e.g., emergency card) another adult to do so. Authorization by phone is no longer permitted.

V. ADDITIONAL RESPONSIBILITIES REGARDING SUSPENSION OF STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

In addition to the procedures described above, when suspension is being considered for a student receiving special education services, the school staff must review the implementation of the current Individualized Education Program (IEP). If the student's current IEP includes a Behavior Support Plan (BSP), school staff must review its implementation and progress monitoring information including services tracked in Welligent. The following procedures apply:

- A. Before any suspension: There will be an informal conference with the student as described in section IV. A. above.
- B. After a suspension: The school's Discipline Review Team (DRT) must hold a meeting after each suspension for students with disabilities to review the following:



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1. Evaluate the severity of the misconduct and determine whether there are interventions that can be used that do not require an IEP meeting.
2. Determine whether the implementation of current Behavior Support Plan (BSP) needs to be modified. If so, an IEP meeting should be held to develop or revise the BSP/BIP to prevent recurrence of the misconduct.

In addition, if the student has been suspended two (2) times, or the total days of suspension accumulate to 5, 8, or 10 school days, an IEP meeting must be convened upon the student's return to school to determine appropriate services/placement. During the meeting, the IEP team should review, develop, or modify the student's entire program including academic and behavioral intervention plans (such as BSP) used with the student in an effort to prevent the recurrence of the misconduct. Additionally, consideration should be given to any assessments that must be done to identify the function of the student's behavior (i.e., Functional Behavior Assessment).

- C. If the number of cumulative days of suspension approaches 10 days, the IEP team shall hold an IEP meeting to conduct a manifestation determination analysis. This analysis is to include discussion and documentation of the misconduct and relationship between the misconduct and the student's disability to determine:
 1. Was the misconduct caused by, or directly and substantially related to, the student's disability?
 2. Was the misconduct a direct result of the District's failure to implement the IEP?

If the answer to either or both questions is "yes," the IEP team shall address the behavior through implementing behavioral interventions, additional assessments, and/or changes in the student's IEP.

If the answer to both questions is "no," the school shall continue to support and guide the student throughout implementation of all the services required in the IEP.

- D. "Informal Suspension" is a violation of the California Education Codes and the Individual with Disabilities Education Improvement Act (IDEIA). It is prohibited (e.g., a parent is told to keep a child at home under the supervision of the parent, or a student is sent home without an official Pupil Suspension Notice and Pupil Accounting Report) to



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informally suspend a student.

VI. SUSPENSION OF STUDENTS RECEIVING SECTION 504 PLAN SERVICES

A student who has a Section 504 Plan will be afforded the protections described in BUL-4692.5, Section 504 of the Rehabilitation Act of 1973, June 15, 2015, as follows:

- A. A student who has a Section 504 Plan may not be subjected to a disciplinary action which changes the student's placement for more than 10 days unless the Section 504 Team, in a "Section 504 Link Determination Meeting," first determines the following:
 1. Was the misconduct caused by, or directly and substantially related to, the student's disability?
 2. Was the misconduct a direct result of the District's failure to implement the Section 504 Plan?
- B. If the Section 504 Team determines that there is no direct link between the misconduct and the student's disability and that the misconduct is not a direct result of the District's failure to implement the Section 504 Plan, the school may suspend the student in the same manner as it would a student without a disability.
- C. If the Section 504 Team determines that there is a direct link between the misconduct and the student's disability and/or the misconduct is a direct result of the District's failure to implement the Section 504 Plan, the Section 504 Team should consider revising the student's Section 504 Plan and/or reviewing implementation strategies. This may include updating the accommodations and/or revising or developing a "Section 504 Behavior Support Plan."
- D. Suspensions totaling fewer than 10 days in a school year may be affected without holding a Section 504 Team Meeting. However, a noted pattern of misbehaviors may determine that a Section 504 Team meeting is needed to review and, if appropriate, modify the current Section 504 Plan, including developing behavioral supports.

VII. CLASS SUSPENSION BY TEACHER (E.C. SECTION 48910)

- A. A teacher may suspend a student from class for any of the acts enumerated in E.C. Section 48900, except for the student misconduct of



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willful defiance as described in E.C. Section 48900 (k)(1), for the remainder of that day (elementary) or period (secondary) and for the following day or period when the class meets. (*See Attachment D*) The teacher shall immediately report the suspension to the principal and send the student to the administrator for appropriate action. Removal of a student from a particular class shall not occur more than once every five (5) school days. For students who receive special education services, refer to the procedures stipulated in section V of this Bulletin. The same protections apply.

- B. The teacher shall confirm by telephone with the parent the date and time of the conference to discuss the reason(s) for the suspension. This information is to be entered in the MiSiS Suspension Screen for it to be populated in the Class Suspension Notice.
- C. Prior to the close of the school day, the principal or administrative designee shall enter the Discipline Referral in MiSiS Student Support Module and generate the Class Suspension Notice in the Suspension Tab, which are signed by both the principal and the teacher who issued the suspension. The principal shall give the student being suspended from class a copy of the Class Suspension Notice. In addition, the parent's copy of the Class Suspension Notice shall be mailed immediately to them. A copy of the signed Class Suspension Notice should be kept in the student's "Yellow Folder" and never in the cumulative record folder. Any efforts by school personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
- D. A student suspended from a class shall not be placed in another regular class during the period of suspension; rather, the student shall attend the supervised suspension classroom as described in section IX. D. of this bulletin. If the student is assigned to more than one class per day, he or she must attend the classes from which he or she was not suspended.
- E. The student shall not be returned to the class from which he or she was suspended during the period of suspension without the concurrence of the principal and the teacher who imposed the suspension.
- F. A teacher must provide all assignments and tests that the student will miss while suspended and may require the completion of said tests and assignments from the student upon return. Students with disabilities should be provided with supports and services as outlined in their IEP during the period of class suspension.



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VIII. TEACHER-REQUIRED CLASS VISIT (E.C. SECTION 48900.1)

A. Per District policy, the teacher may require that the parent of the student attend a portion of the class from which the student was suspended if the suspension was for behavior described in E.C. Section 48900 (i) committed an obscene act or engaged in habitual profanity or vulgarity. The intent of the Legislature is to make class visits a positive experience that may enhance and encourage collaboration between the parent and school personnel. This procedure applies only to the parent who is actually living with the student. The class visit is not meant to replace the teacher-parent conference but, rather, to be a productive adjunct to it. Following a visit to the classroom, the parent is required to meet with the principal before leaving the school site.

B. Required Procedures

1. A teacher who plans to implement this policy shall clearly inform all parents of his/her students, in advance, of the details of the implementation. Furthermore, the teacher shall use his or her authority uniformly among all students.
2. Upon receipt of the necessary information from the teacher, the principal shall prepare a written notice stating that the parent's attendance is required pursuant to E.C. Section 48900.1 and mail the letter, along with the Class Suspension Notice, to the parent. (*See Attachment E*)

Note: At no time may the teacher use the parent's failure to attend a conference or class visit to deny the student's readmission to class after the suspension term is served.

3. To initiate the provision of E.C. Section 48900.1, when suspending a student from class, the teacher shall:
 - a. Indicate one of the two specified reasons (committed an obscene act or engaged in habitual profanity or vulgarity) cited under E.C. 48900 (i).
 - b. In the space provided for comments, indicate "class visit by parent - required by teacher," and state the date, time, and duration of the anticipated visit (30 minutes to one hour in the class is suggested).



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C. Other Considerations

When implementing the procedures described in E.C. Section 48900.1, it is important that the intent of the Legislature be observed:

1. The teacher shall inform the parent of counseling and other available resources within the school and the community that may assist the parent and the student.
2. If possible, the teacher shall schedule the class visit on the same day as the parent conference and hold the conference before the class visit. The conference may then be used, in part, to develop a better understanding between teacher and parent as to the purpose and anticipated benefit of the visit.

IX. IN-SCHOOL SUSPENSION

A. Pursuant to E.C. Section 48911.2, school districts may establish an in-school suspension program as an alternative to off-campus suspension. The intent is to encourage schools to examine alternatives to off-campus suspension that lead to resolution of student misconduct without sending students off campus. (*See Attachment F*)

B. In-school suspension allows school districts to:

1. Remove the disruptive student from general student body.
2. Consider student as being present for ADA purposes.
3. Reduce the number of out-of-school suspensions.

C. Students may be assigned by the principal to a supervised suspension classroom for the entire period of suspension (no more than five (5) consecutive school days) if the student poses no imminent danger or threat to the campus, other students, or staff. Students who violated E.C. Sections 48900.3 (caused, attempted to cause, threatened to cause, or participated in an act of hate violence), 48900.4 (engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel), or 48900.7 (made terrorist threats against school officials or school property, or both) are precluded by law for in-school suspension. In addition, if an action to expel the student will be or has been initiated, an in-school suspension is not permitted in lieu of a suspension from school by principal.



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D. Guidelines for Supervised Suspension Classroom

1. At the time a student is assigned to a supervised suspension classroom, a school employee shall notify, in person or by phone, the student's parent. Whenever a student is assigned to a supervised suspension classroom for longer than one class period, the principal shall give the student a copy of the In-School Suspension Notice, signed by the principal, to take home to their parent. School personnel shall also mail the signed copies of the In-School Suspension Notice to the parent. A copy of the signed In-School Suspension Notice shall be kept in the student's discipline file, the "Yellow Folder," and never in the cumulative record folder. Any efforts by school/District personnel to contact the parent should be documented in the MiSiS Suspension Screen Comments section.
2. Students assigned to a supervised suspension classroom shall be separated from other students at a school site for the period of suspension.
3. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no class work is assigned, the certificated staff supervising the suspension classroom shall assign schoolwork.
4. Students should have access to appropriate counseling services while serving in-school suspension.
5. Students with disabilities shall be provided with supports and services as described in their IEP.

X. APPEAL PROCEDURES

A parent may appeal a suspension if the parent disagrees or feels that the suspension is not justifiable. When issuing a school suspension of any type, the principal shall, along with the Pupil Suspension Notice, provide the "Student Suspension Appeal Form" with instructions to the parent. (*See Attachment G*) The appeal form and instructions are generated along with the suspension letter from the MiSiS Suspension Screen.

A. School Suspension and In-School Suspension

The appeal for school suspension and in-school suspension shall be handled by the LD Administrator of Operations. These suspensions can be rescinded only through an appeal process at the local district level, not at the school site level. If after the suspension conference, the



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parent still feels that the suspension is not justifiable and wishes to appeal the principal's decision, the parent may request a suspension appeal and submit the paperwork to the LD Administrator of Operations. The appeal may only be submitted from the day of suspension to five (5) school days following the last day of the student's suspension. The principal shall advise the parent of the following appeal process:

1. Within five (5) school days following the last day of the student's suspension, the parent shall submit to the LD Administrator of Operations or designee the suspension appeal packet including:
 - a. The "Student Suspension Appeal Form" with a clear description of the complaint
 - b. The initial suspension documents
 - c. The supporting evidence for the appeal
2. Within five (5) school days of receiving the appeal packet from the parent, the LD Administrator of Operations or designee shall form a Suspension Appeal Committee of certificated member(s) and conduct the suspension appeal review, during which the Committee shall review the documents submitted by the school and the parent. The school principal and/or parent may be present, if they have so requested.
3. Within three (3) school days of the appeal review, the LD Administrator of Operations will notify the parent in writing of the Committee's decision. The results of the appeal may include, but are not limited to:
 - a. Uphold the suspension in all respects.
 - b. Modify the suspension imposed (e.g., reduce suspension duration, if possible).
 - c. Overturn the suspension and expunge the suspension from the student's records.

The decision of the Suspension Appeal Committee is the District's final decision and may not be further appealed. Parents may submit written objections to the appeal decision which shall be included in the student's "Yellow Folder." The LD Administrator of Operations will enter all appeal information in the Appeal section of the Suspension screen Response page of the MiSiS Student Support.

Note: If the parent files appeal for the school suspension while the student is undergoing an expulsion process, the LD Administrator of



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Operations shall process the appeal in concurrence with the expulsion process. The result of the appeal must be submitted to the Student Discipline and Expulsion Support (SDES) Unit.

B. Class Suspension

A parent may appeal the class suspension by teacher to the school principal, using the same Student Suspension Appeal Form by checking the appropriate checkbox. The appeal form must be submitted from the day of suspension to three (3) school days following the last day of the suspension. The principal shall hold an appeal conference with the parent within three (3) school days of the submission of appeal to discuss the matter. The final decision shall be made and provided to the parent in writing also within three (3) school days after the appeal conference. The parent may be present, if it is so requested.

If the appeal is upheld, the principal shall document the appeal and make change of student records in the Appeal section of the Suspension screen Response page of the MiSiS Student Support. Parents may not further appeal; however, they may submit written objections to the appeal decision which shall be included in the student's "Yellow Folder" if the parent so requests.

XI. SUSPENSION RECORDS

- A. The school principal shall issue and sign all Notices of Suspension and the teacher shall also sign the Class Suspension Notice. Appropriate personnel shall provide the signed Pupil Suspension Notice, Student Suspension Appeal Form, along with the requested conference appointment, to the parent.
- B. If a student has committed multiple offenses, the school official shall enter all discipline referral reasons in MiSiS Student Support.
- C. All suspensions (including school suspension, class suspension, and in-school suspension) must be entered into the MiSiS Student Support, Referrals. Parent contacts, conferences, interventions, and remedial measures in response to student misconduct must also be entered in the subsequent tabs: Referral Details, Participants, Actions Taken, Suspension. as additional responses in the Discipline module.
- D. All discipline records, including, but not limited to, individual copies of the Pupil Suspension Notice, juvenile court notice, parent response, and student statement, are to be kept in the student's discipline file, the "Yellow Folder" as described in BUL-3927.2, September 13, 2010.



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These records must be kept for a minimum of three (3) years from the date the student committed the act or was reasonably suspected to have committed the act. (See [BUL-2469.0](#), April 24, 2006)

Note: For compliance with E.C. Section 49079 and W.I.C. Section 827, refer to [BUL-3927.2](#), Mandated Reporting of Certain Student Behavior, September 13, 2010.

E. Recording suspension and attendance

1. Partial-Day School Suspension

If a student is suspended in the middle of a school day and leaves school before the end of the school day, that day is the effective date of the suspension and counted as day one. The suspension should be recorded as follows:

Elementary Schools: Assuming the student was present when the teacher submitted attendance, the office staff is to change the attendance status to Leave early (LE), enter the Time Out, and enter the corresponding suspension reason code (4 – Suspension School, 4I – Suspension In-School, SC – Suspension Class).

Secondary Schools: Teachers are to submit attendance as usual. For the periods/classes missed, the applicable suspension reason codes are automatically updated for past or current day suspensions. If the suspension is for a future date, the suspension reason code will only update if a school suspension is issued.

The suspension reason codes are automatically updated on the attendance screens for past or current day suspensions. If the suspension is for a future date, the suspension reason code will only update if a School suspension is issued. For Class and School suspensions, the user must add the corresponding suspension reason code on the day the student serves the suspension. If the student is absent, the corresponding absence code shall be entered.

If a suspension is appealed, and the decision is to revoke or modify the suspension, the suspension absence reason code for the applicable days must be changed to reason code 5 Administrator Approval Justifiable Personal Reasons.

2. If the student is suspended from class or serving in-school suspension:



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- a. The teacher(s) marks the attendance status as “absent.”
- b. Once the student arrives at the assigned suspension location, the designated staff member enters the corresponding absence reason code for the portion of the day the student missed due to suspension, using the following codes:

SC - Suspended Class

4I - In-School Suspension

Both reason codes count as “present” for ADA purposes and will not be counted in the absence totals of the student’s report card. For a step-by-step guide, refer to Job Aid “Adding a Suspension to a Referral” located on the [MiSiS website](#) > Job Aids > Student Support.

- ATTACHMENTS:**
- A. Grounds for Suspension and Expulsion (English and Spanish)
 - B. Matrix for Student Expulsion Recommendation (English and Spanish)
 - C. Lawful and Unlawful Suspensions
 - D. Class Suspension by Teacher
 - E. Principal’s Letter for Teacher-Required Class Visit (English and Spanish)
 - F. In-School Suspension
 - G. Suspension Appeal Form (English and Spanish)

- REFERENCES:**
- BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support, issued February 14, 2014
- BUL-6050.2, Expulsion of Students – Policy and Procedures, issued October 10, 2016
- BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010
- BUL-5269.2, Incident System Tracking Accountability Report (ISTAR), issued July 10, 2013
- BUL-847.0, Referral to Community Day Schools, issued March 22, 2004



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BUL-6362.0, Opportunity Transfer (O.T.) - Policy and Procedures, issued August, 14, 2014

BUL-2469, Pupil Records: Access, Confidentiality, and Notice of Education Rights, issued April 24, 2006

BUL-4692.5, Section 504 of the Rehabilitation Act of 1973, issued June 15, 2015

BUL-3349.1, Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult, issued August 6, 2014

REF-1410.8 Special Education Dispute Resolution – The Three Options For Parents Wishing to Initiate a Form of Dispute Resolution Regarding the Proposed Components of an IEP: (1) Informal Dispute Resolution, (2) State Mediation Only, and (3) Formal Due Process Hearing, issued March 14, 2016

BUL-5808.3, My Integrated Student Information System (MiSiS) Student Support Module Required Usage, issued March 23, 2015

BUL-6385.0 Guidelines and Procedures Relating to Student Behavior on School Bus, issued September 29, 2014.

Special Education Policy and Procedures Manual - *Disciplinary Procedures for Students with Disabilities*, issued July 2, 2007

RELATED RESOURCES:

Board of Education Resolution: School Discipline Policy and School Climate Bill of Rights, enacted May 14, 2013

California Education Code Sections 48900 – 48914

ASSISTANCE:

For assistance or further information please contact:

Student Discipline and Expulsion Support Unit at (213) 202-7555

Division of District Operations at (213) 241-5337

Office of General Counsel at (213) 241-7600

Local District Administrators of Operations

Special Education Service Center - Operations (213) 241-6701

Educational Equity Compliance Office at (213) 241-7682

Pupil Services and Attendance at (213) 241-3844

MiSiS Help desk at (213) 241-5200.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Discipline and Expulsion Support Unit

ATTACHMENT A

GROUND FORS SUSPENSION AND EXPULSION
California Education Code Section 48900 et seq.

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (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 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) 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) 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 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.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (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. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) 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) (1) 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. (grades 4-12). (suspension only).
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) 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) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- (t) Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

48900.2 Committed sexual harassment (grades 4-12).

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (grades 4-12).

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils. (grades 4-12).

48900.7 Made terroristic threats against school officials or school property, or both.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [48900 (w)]

Note: District's policy prohibits suspension and expulsion be utilized as corrective measures in response to student misconduct of willful defiance as described in E.C. 48900 (k)(1).

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES
Unidad de Disciplina Estudiantil y Apoyo de Expulsión

ANEXO A-1

MOTIVOS PARA LA SUSPENSIÓN Y EXPULSIÓN
Artículos 48900 et seq. del Código de Educación de California

Un alumno no será suspendido de la escuela ni se recomendará su expulsión a menos que el superintendente o el director de la escuela a la que está inscrito el alumno determine que el alumno:

- (a) (1) Causó, intentó causar o amenazó causar una herida física a otra persona.
(2) Intencionalmente usó fuerza o violencia sobre la persona de otro, excepto en los casos de defensa propia.
- (b) Tenía en su posesión, vendió o proporcionó cualquier arma de fuego, navaja/cuchillo, explosivo u otros objetos peligrosos a menos que, en caso de posesión de cualquiera de dichos objetos, el alumno haya obtenido un permiso escrito de un empleado certificado de la escuela para poseer dicho objeto y que dicho permiso haya sido aprobado por el director o la persona designada por el director.
- (c) Tenía en su poder, usó, vendió, o proporcionó ilegalmente, o estaba bajo la influencia de cualquier sustancia controlada, descrita en el Capítulo 2 (empezando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, bebidas alcohólicas o cualquier tipo de intoxicante.
- (d) Ofreció, dispuso, o negoció ilegalmente la venta de cualquier sustancia controlada, descrita en el Capítulo 2 (empezando con la Sección 11053) de la División 10 del Código de Salud y Seguridad, bebidas alcohólicas o cualquier tipo de intoxicante y después vendió, entregó, o proporcionó a cualquier persona otro líquido, sustancia o material y presentó el líquido, sustancia o material como una sustancia controlada, bebidas alcohólicas o intoxicantes.
- (e) Cometió o intentó cometer robo o extorsión.
- (f) Causó o intentó causar daño a la propiedad escolar o propiedad privada.
- (g) Robó o intentó robar propiedad escolar o propiedad privada.
- (h) Poseyó o usó tabaco o cualquier producto que contiene tabaco o productos de nicotina, incluyendo, pero no limitado a, cigarrillos, puros, cigarrillos en miniatura, cigarrillos de clavo, tabaco que no hace humo, rapé, tabaco de mascar, y betel. Sin embargo, esta sección no prohíbe que el estudiante use o tenga sus propios productos con receta médica.
- (i) Cometió actos obscenos o continuó participando en actos profanos o vulgaridades.
- (j) Estaba ilegalmente en posesión de o ilegalmente ofreció, dispuso, o negoció la venta de accesorias para el uso de drogas (parafernalia) descritas en la Sección 11014.5 del Código de Salud y Seguridad.
- (k) (1) Perturbó actividades escolares o de otra manera desafió por voluntad propia a la autoridad válida de supervisores, maestros, administradores, oficiales de la escuela u otro personal escolar dedicado al desempeño o de sus labores. (del 4 al 12 grado) (suspensión solamente).
- (l) Recibió a sabiendas propiedad escolar o propiedad privada robadas.
- (m) Poseyó una arma de fuego de imitación.
- (n) Perpetró o intentó perpetrar un ataque sexual o perpetró una agresión sexual.
- (o) Acosó, amenazó o intimidó a un alumno que es un testigo acusador u otro testigo en un procedimiento disciplinario escolar con el propósito de impedir que ese alumno sea testigo o el de tomar venganza contra el alumno por ser testigo o ambos.
- (p) Ofreció, dispuso la venta, negoció la venta o vendió ilegalmente el medicamento recetado llamado Soma.
- (q) Tomó parte en novatadas, o intentó tomar parte en las mismas, según se definen en el Artículo 32050.
- (r) Participando en un acto de intimidación, incluyendo entre otros, intimidación cometida por medios electrónicos dirigida específicamente hacia un alumno o personal escolar.
- (t) Ayudó o instigó para infligir o intentar infligir una herida física en contra de otra persona (suspensión solamente).

48900.2 Cometió acoso sexual (del 4 al 12 grado).

48900.3 Causó, intentó causar, amenazó causar o participó en un acto de violencia por el odio. (del 4 al 12 grado).

48900.4 Tomó parte en acoso, amenazas o intimidación intencionalmente contra personal del distrito escolar o estudiantes (del 4 al 12 grado).

48900.7 Hizo amenazas terroristas contra funcionarios escolares, propiedad escolar o ambos.

Es el intento de la Legislatura que alternativas a la suspensión o expulsión son impuestos contra cualquier alumno por faltar injustificadamente, llegar tarde u otro modo ausente de actividades escolares. [48900 (w)]

Nota: la póliza del Distrito prohíbe que la suspensión y la expulsión sean utilizados como medidas correctivas en respuesta a la mala conducta del estudiante de desafiar por voluntad propia como lo describe el Código de Educación 48900 (k)(1).

LOS ANGELES UNIFIED SCHOOL DISTRICT
Student Discipline & Expulsion Support Unit

ATTACHMENT B

MATRIX FOR STUDENT SUSPENSION AND EXPULSION RECOMMENDATION

(State Law: Applicable to School Principals)

<p align="center">Category I Student Offenses with No Principal Discretion (except as otherwise precluded by law)</p>	<p align="center">Category II* Student Offenses with Limited Principal Discretion</p>	<p align="center">Category III* Student Offenses with Broad Principal Discretion</p>
<p>Principal shall immediately suspend and recommend expulsion when the following occur <u>at school or at a school activity off campus.</u> (E.C. 48915[c])</p>	<p>Principal must recommend expulsion when the following occur <u>at school or at a school activity off campus</u> unless the principal determines that the expulsion is inappropriate. (E.C. 48915[a])</p>	<p>Principal may recommend expulsion when the following occur at any time, including, but not limited to, <u>while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity.</u> (E.C. 48915[b] and [e])</p>
<p>1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)</p>	<p>1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)</p>	<p>1. Caused, attempted to cause, or threatened to cause physical injury to another person. (Unless, in the case of “caused,” the injury is serious. [See II.1]) E.C. 48900(a)(1); 48915(b) 2. Possession/Under influence of marijuana (1st offense < 1 oz.) or controlled substance or alcohol or any intoxicant. E.C. 48900(c); 48915(b) 3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)</p>
<p>2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)</p>	<p>2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)</p>	<p>4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)</p>
<p>3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)</p>	<p>3. Unlawful possession of any controlled substance (except for the first offense of no more than an ounce of marijuana, and over-the-counter and prescribed medication) E.C. 48915(a)(3); 48900(c)</p>	<p>8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. Disrupted school (-wide) activities. (suspension only by administrator, no expulsion). E.C. 48900(k)(1)**; 48915(e) 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e) 12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e)</p>
<p>4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900[n]). E.C. 48915(c)(4); 48900(n)</p>	<p>4. Robbery or extortion. E.C. 48915(a)(4); 48900(e)</p>	<p>13. Engaged in sexual harassment. E.C. 48900.2**; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e) 16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)</p>
<p>5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)</p>	<p>5. Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)</p>	<p>17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus. E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)</p>

* For Categories II and III, the school must provide evidence of one or both of the following **additional findings**: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, (2) Due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.

** Grades 4 through 12 inclusive.

MATRIX PARA LAS RECOMENDACIONES DE SUSPENSIÓN Y EXPULSIÓN DE ESTUDIANTES

(La ley del estado: se aplica a los directores de escuela)

<p align="center">Categoría I Ofensas del estudiante a las cuales el director tiene no <u>discreción</u></p>	<p align="center">Categoría II* Ofensas del estudiante a las cuales el director tiene <u>discreción limitada</u></p>	<p align="center">Categoría III* Ofensas del estudiante a las cuales el director tiene la más <u>discreción</u></p>
<p>El director <u>debe</u> suspender <u>inmediatamente</u> y recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes <u>en la escuela o en una actividad escolar</u> fuera del plantel. (C.E. 48915[c])</p>	<p>El director <u>debe</u> recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes <u>en la escuela o en una actividad escolar</u> fuera del plantel A MENOS DE QUE determine que la expulsión es inapropiada. (C.E. 48915[a])</p>	<p>El director puede recomendar la expulsión de un estudiante cuando ocurra cualquiera de los actos siguientes en cualquier momento, incluyendo, pero sin limitarse a, cuando se encuentre dentro del plantel escolar; mientras vaya a o venga de la escuela; durante el período del almuerzo, sea dentro o fuera del plantel; o durante, o cuando vaya a o venga de, alguna actividad patrocinada por la escuela. (C.E. 48915[b] and [e])</p>
<p>1. Teniendo en posesión, vendiendo, o proporcionando un arma de fuego. C.E. 48915(c)(1); 48900(b)</p>	<p>1. Causando una herida física grave a otra persona, excepto en caso de defensa propia. C.E. 48915(a)(1); 48900(a)(1), y tal vez también 48900(a)(2)</p>	<p>1. Causó o intentó causar, o amenazó causar, una lesión corporal a otra persona. (A menos de que, efectivamente, causó una lesión grave) C.E. 48900(a)(1); 48915(b) 2. Posesión/bajo la influencia de marihuana (1^g < 1 oz.) o alcohol o sustancia controlada o embriagante. C.E. 48900(c); 48915(b) 3. Vendió, proporcionó u ofreció una sustancia sustituta, haciéndola pasar por una sustancia controlada. C.E. 48900(d); 48915(b)</p>
<p>2. Blandiendo una navaja a otra persona. C.E.48915(c)(2); 48900(a)(1) y 48900(b)</p>	<p>2. Teniendo en posesión cualquier tipo de cuchillo, explosivo o cualquier objeto peligroso que no sea para el uso razonable del alumno. C.E. 48915(a)(2); 48900(b)</p>	<p>4. Causó o intentó causar daño a propiedad escolar o privada. C.E. 48900(f); 48915(e) 5. Robó o intentó robar propiedad privada o de la escuela. C.E. 48900(g); 48915(e) 6. Poseyó o usó tabaco. C.E. 48900(h); 48915(e) 7. Cometió un acto obsceno o se comportó habitualmente de manera profana o vulgar. C.E. 48900(i); 48915(e)</p>
<p>3. Vendiendo ilegalmente una sustancia controlada. C.E. 48915(c)(3); 48900(c)</p>	<p>4. Teniendo en posesión ilegalmente cualquier sustancia controlada (excepto en el caso de que sea la primera ofensa por posesión de menos de una onza de marihuana, y medicamento con o sin receta) C.E. 48915(a)(3); 48900(c)</p>	<p>8. Poseyó, ofreció o negocio para vender artículos relacionados con las drogas. C.E. 48900(j); 48915(e) 9. Interrumpió actividades escolares. (actividades a nivel escolar; emitida sólo por un administrador) C.E. 48900(k)(1)**; 48915(e) 10. Recibió a sabiendas propiedad escolar o propiedad privadas robadas. C.E. 48900(l); 48915(e) 11. Poseyó una arma de fuego de imitación. C.E. 48900(m); 48915(e) 12. Acosó, amenazó o intimidó a algún alumno o grupo de alumnos o personal escolar del distrito. C.E. 48900.4**; 48915(e)</p>
<p>4. Cometiendo o intentando a cometer un ataque sexual o cometiendo una agresión sexual (según lo definido en 48900[n]). C.E. 48915(c)(4); 48900(n)</p>	<p>4. Robo o extorsión. C.E. 48915(a)(4); 48900(e)</p>	<p>13. Cometió acoso sexual. C.E. 48900.2**; 48915(e) 14. Causó, intentó causar, amenazó causar o participó en algún acto de violencia generado por el odio. C.E. 48900.3**; 48915(e) 15. Hizo amenazas terroristas contra funcionarios escolares o propiedad escolar o ambos. C.E. 48900.7; 48915(e) 16. Intencionalmente uso fuerza o violencia sobre la persona de otro, excepto en los casos de defensa propia. C.E. 48900(a)(2); 48915(b)</p>
<p>5. Que posea un explosivo C.E. 48915(c)(5); 48900(b)</p>	<p>5. Ataque o agresión física sobre cualquier empleado de la escuela. C.E. 48915(a)(5); 48900(a)(1) y (a)(2)</p>	<p>17. Acosó, amenazó o intimidó a un alumno que es un testigo acusador u otro testigo en un procedimiento disciplinario. C.E. 48900(o); 48915(e) 18. Cualquier tipo de conducta citada en la Categoría I o II que <u>no</u> ocurrió ni dentro del plantel escolar ni en una actividad escolar fuera del plantel. C.E. 48915(b) 19. Ofreció, dispuso la venta, negoció la venta o vendió ilegalmente el medicamento recetado Soma. C.E.. 48900(p); 48915(e) 20. Tomó parte en novatadas, o intentó tomar parte en las mismas, según se definen en el Artículo 32050. C.E. 48900(q); 48915(e) 21. Participando en un acto de intimidación, incluyendo entre otros, intimidación cometida por medios electrónicos dirigida específicamente hacia un alumno o personal escolar. C.E. 48900(r); 48915(e) 22. Ayudó o instigó para infligir o intentar infligir una herida física en contra de otra person (suspensión solamente). E.C. 48900(t); 48915(e)</p>

* Para las categorías II y III la escuela debe presentar evidencia de uno o dos de **las pruebas adicionales**: (1) Otras medidas correctivas no son factibles, o repetidamente no se ha logrado obtener la conducta adecuada.

(2) Debido a la naturaleza del acto, la presencia del estudiante presenta un peligro continuo a la seguridad física del mismo o de los demás.

** Válido sólo para alumnos del 4 al 12 grado.

Student Discipline & Expulsion Support Unit

ATTACHMENT C

Lawful Suspension	Unlawful Suspension
<p>E.C. 48900 et seq. Grounds for Suspension and Expulsion, except for the student misconduct of willful defiance as described in E.C. Section 48900 (k)(1)</p> <p>E.C. 48911.1 Suspension, Supervised Classroom</p> <p>E.C. 48910 Suspension by Teacher</p> <p>E.C. 48912.5 Suspension, Continuation School</p> <p>E.C. 48900 (s) Jurisdiction</p> <p>A student may be suspended or expelled for any of the acts enumerated in E.C. Section 48900 <i>et seq.</i> if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances:</p> <ol style="list-style-type: none"> 1. While on school grounds. 2. While going to or coming from school. 3. During the lunch period, whether on or off the school campus. 4. During, going to, or coming from a school-sponsored activity. 	<ul style="list-style-type: none"> ▪ A student may not be suspended from school, unless the principal of the school in which the pupil is enrolled determines that the student has committed an act listed under E.C. Sections 48900, 48900.2, 48900.3, 48900.4, 48900.7, or 48915. ▪ Students enrolled in kindergarten and grades 1 to 3 shall not be suspended or expelled due to sexual harassment (E.C. 48900.2), act of hate violence (E.C. 48900.3), or threats and intimidation against district personnel or pupils (E.C. 48900.4). ▪ Students may not be suspended from school for any reasons, for more than five (5) consecutive school days. ▪ “Informal suspension” is prohibited. (e.g., parent told to keep child at home without an official suspension notice). ▪ Extended suspension due to the parent’s failure to attend a conference with school officials. ▪ Suspend in absentia (when a student is suspended in the student’s absence) is a violation of the student’s due process rights. ▪ Students of general education (including students served under a 504 plan) shall not be suspended for more than 20 school days in any school year (30 days if student transfers to another school). ▪ Students with disabilities shall not be suspended for more than 10 school days in any school year. ▪ Problems with truancy, tardiness, and/or other attendance-related issues.

*The principal may designate and specify in writing any one or more administrators at the school as the “principal’s designee(s)” to assist in disciplinary procedures. If no such person is available, the principal may identify the principal of a neighboring school to be his/her designee for student discipline matters. The name(s) of the designee(s) shall be kept on file in the principal’s office.

Student Discipline & Expulsion Support Unit

ATTACHMENT D

Suspension from Class by Teacher

E.C. 48910

- A teacher may suspend a student from class for any of the acts enumerated in E.C. 48900, except for the student misconduct of willful defiance as described in E.C. Section 48900 (k)(1), per District policy.
- The teacher should report the suspension to the principal and send the student to the principal or designee for appropriate action, which includes appropriate supervision.
- The student shall not be placed in another regular class during the period of suspension. The student shall not return to the class during the period of suspension without the concurrence of the principal and the teacher. If the student is assigned to more than one class per day, he or she must attend the classes from which he or she was not suspended (secondary).
- The teacher may require from the student the completion of tests and assignments missed during the period of suspension.
- For a student receiving special education services, the school shall adhere to all requirements specified in his or her IEP. (Refer to the Special Education Policies and Procedures Manual, July 2007).

Duration and Limitation

- For the remainder of that day (elementary) or period (secondary) and for the following day or period when the class meets.
- Removal from a particular class shall not occur more than once every five (5) school days.

Parent Conference and Class Visit

- The teacher shall request the parent/guardian to attend a parent-teacher conference regarding the suspension as soon as possible. A school administrator shall attend the conference if the teacher or the parent/guardian so request. If possible, a counselor or psychologist shall attend the conference. The main purpose of this conference is to work towards a partnership among the teacher, parent, and student.
- Per District policy, the teacher may require the parent of the student to attend a portion of the class from which the student was suspended if the suspension was for behavior described in E.C. Section 48900 (i) **committed an obscene act or engaged in habitual profanity or vulgarity.**
 - 1) This is not meant to replace the teacher-parent conference.
 - 2) A teacher who plans to implement this policy shall clearly inform all parents/guardians in advance.
 - 3) If possible, schedule the class visit on the same day as the parent conference.
 - 4) This procedure applies only to the parent/guardian who is actually living with the student.
- A parent's failure to attend the conference or class visit should **at no time** deny the student's readmission to class after the suspension term is served.

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

ATTACHMENT E

SCHOOL LETTERHEAD

(SAMPLE LETTER TO BE ATTACHED TO NOTIFICATION OF SUSPENSION FROM CLASS)

(Parent/Guardian Name)

(Address)

(City, State)

(Date)

RE: REQUIRED CLASSROOM VISITATION

Dear (Parent/Guardian Name):

Attached is a notification that your child, _____ was suspended from class today by the teacher. You will note that the teacher has scheduled an appointment, as required by law, to confer with you about this matter. In addition, pursuant to Education Code (E.C.) 48900.1, you are required to attend your child's classroom for a portion of a school day. The details of this visit are stated at the conclusion of this letter. In order that you better understand this requirement and the legal basis for it, the intent and provisions of E.C. 48900.1 are summarized below:

1. The Legislature declares that parents and guardians can and must play an active role in the behavior of their children while in school.
2. Classroom discipline presents a significant problem in many schools today and detracts from the amount of time for actual teaching.
3. Teachers are authorized to require that the parent or guardian of a student who has been suspended (from class) for committing an obscene act, engaging in habitual profanity or vulgarity, attend a portion of a school day in the child's classroom.
4. Employers are prohibited from taking action against parents who are absent from work to attend class pursuant to this law.
5. Parents or guardians who attend school pursuant to this law must meet with the school administrator or designee after completing the classroom visit and before leaving the school site.

In accordance with the above provisions of E.C. 48900.1, you are requested to attend _____'s classroom as follows:

Date:

Time:

Place:

Please bring this letter with you to my office after completing your visitation.

I look forward to meeting with you and trust our collective efforts will result in greater success for your child in school. If you have questions regarding this matter, or would like more information, please contact me at (School Phone Number).

Sincerely,

Principal

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Superintendent

ANEXO E-1

SCHOOL LETTERHEAD

(SAMPLE LETTER TO BE ATTACHED TO NOTIFICATION OF SUSPENSION FROM CLASS)

(Nombre y apellido del padre, la madre, el tutor o la tutora)

(Domicilio)

(Ciudad, Estado)

(Fecha)

ASUNTO: VISITA REQUERIDA AL SALÓN DE CLASES

Estimado(a) (Parent/Guardian Name):

Se adjunta una notificación de que su hijo(a), _____, fue suspendido(a) de la clase el día de hoy por su maestro(a). El maestro (la maestra) ha programado una cita, según lo requiere la ley, para reunirse con usted en relación a este asunto. Además, conforme con el artículo 48900.1 del Código de Educación (*Education Code 48900.1*), a usted se le requiere que asista parte de la jornada escolar, al salón de clases de su hijo(a). Los detalles de esta visita quedan declarados al concluir esta carta. Con el fin de que usted entienda mejor este requisito y la base legal del mismo, la intención y las disposiciones del artículo 48900.1 del Código de Educación (*E.C. 48900.1*) se resumen a continuación:

- 1) La Asamblea Legislativa declara que los padres de familia y los tutores pueden y deben desempeñar activamente un papel en el comportamiento de los hijos mientras están en la escuela;
- 2) La disciplina dentro del salón de clases actualmente presenta un problema considerable en muchas escuelas y merma el tiempo del que se dispone para realmente impartir la enseñanza;
- 3) Los maestros están autorizados para que requieran que los padres o tutores de los alumnos que hayan sido suspendidos (de clases) por haber cometido un acto obsceno, por usar habitualmente blasfemias e irreverencias, asistan a una porción de la jornada escolar en el salón de clases de sus hijos;
- 4) Los empleadores tienen prohibido tomar medidas en contra de los padres de familia, cuando éstos se ausentan de sus trabajos para asistir a las clases, conforme a esta ley;
- 5) Según la ley, los padres o los tutores que asisten a la escuela, una vez que hayan completado la visita al salón de clases y antes de retirarse del plantel escolar, deben reunirse con el/la administrador(a) de la escuela, o con la persona que se haya asignado.

De acuerdo con lo dispuesto anteriormente del artículo 48900.1 del Código de Educación (*E.C. 48900.1*), a usted se le requiere que asista al salón de clases de _____ según se indica:

Fecha:

Hora:

Lugar:

Después de completar su visita, por favor traiga(n) con usted(es) esta carta a mi oficina.

Espero poder reunirme con usted(es) y confío en que nuestros esfuerzos mutuos den como resultado y mayor éxito para su hijo(a) en la escuela. Si tiene(n) alguna pregunta al respecto, o si quisiera(n) más información, por favor comuníquese conmigo al (School Phone Number).

Atentamente,

Director/a

Student Discipline & Expulsion Support Unit

ATTACHMENT F

In-School Suspension E.C. 48911.1

Alternative to Suspension

- State law authorized school districts to establish an in-school suspension program as an alternative to off-campus suspension. The intent is to encourage schools to examine alternatives of off-campus suspension that lead to resolution of student misconduct without sending students off campus.
- In-school suspension allows school districts to:
 - 1) Remove the disruptive student from general student body.
 - 2) Consider him or her as being present at school for ADA purposes.
 - 3) Reduce the number of out-of-school suspensions.

Supervised Suspension Classroom

- Student suspended from a school for any reason enumerated in E.C. sections 48900 and 48900.2 may be assigned by the principal or designee to a **supervised suspension classroom** for the entire period of suspension (no more than five (5) consecutive school days) if the pupil poses no imminent danger or threat to the campus, pupils, or staff, or if an action to expel the pupil has not been initiated.
- **Students who caused, attempted to cause, threatened to cause, or participated in an act of hate violence (E.C. 48900.3); engaged in harassment, threats, or intimidation against a pupil or group of pupils, or school district personnel (E.C. 48900.4); or made terrorist threats against school officials or school property, or both (E.C. 48900.7), are precluded by law for in-school suspension.**
- If an action to expel the student will be or has been initiated, an in-school suspension is not permitted in lieu of a suspension from school by principal.
- At the time a student is assigned to a supervised suspension classroom, a school employee shall notify, in person or by telephone, the parent/guardian. A parent should be notified in writing if the student is assigned to the supervised suspension classroom for longer than one class period.
- Students assigned to a supervised classroom shall be separated from other students at the school site for the period of suspension.
- Upon the request of the suspended student, the teacher shall provide all assignments and tests that the pupil will miss while suspended. If no classroom work is assigned, the person supervising the suspension classroom shall assign schoolwork.
- For the duration of the class suspension, each student has access to appropriate counseling services.
- Students with disabilities shall be provided supports and services as written in their IEP.

LOS ANGELES UNIFIED SCHOOL DISTRICT

STUDENT SUSPENSION APPEAL FORM

School Suspension Class Suspension In-School Suspension

Date: _____/_____/_____

Student Name: _____ DOB: _____/_____/_____

Address: _____

Parent/Guardian Name: _____

Phone # _____ Cell/Work # _____

School of Attendance: _____ Date of Suspension: _____

Reason for Suspension: _____

I request to be present at the appeal review conference.

I request not to be present at the appeal review conference.

REASON FOR APPEAL

* Please attach additional sheet(s) if necessary.

Parent/Guardian Signature _____

-----**Office Use Only**-----

Received by: _____ Date: _____
Name Title

INSTRUCTIONS

Student Suspension Appeal Form:

- Fill out the *Student Suspension Appeal Form* appropriately.
- Describe the reason of appeal clearly and attach additional sheet(s) if necessary.
- Attach the *Pupil Suspension Notice*.
- Attach any supporting evidence or additional documents.

Timelines

- To appeal a school suspension or in-school suspension, the parent shall submit the completed *Student Suspension Appeal Form* and attachments to the area ESC Administrator of Operations no later than five (5) school days after the last day of suspension.
- For school suspension and in-school suspension appeals, the Administrator of Operations shall form a Suspension Appeal Committee and conduct a suspension appeal review within five (5) school days of the submission of appeal.
- To appeal a class suspension, the parent shall submit the completed *Student Suspension Appeal Form* and attachments to the school Principal within three (3) school days of the issuance of the class suspension.
- For class suspension appeal, the principal shall hold an appeal review conference within three (3) school days of the submission of appeal.
- The Administrator of Operations or the principal shall notify the parent in writing of the decision of the appeal within three (3) school days of the appeal conference.

Outcomes

- **School and In-School Suspension:** The appeal decision made by the Administrator of Operations is final and may not be further appealed. The results shall be documented in the District's My Integrated Student Information System (MiSiS) and kept as student records.
- **Class Suspension:** The appeal decision made by the Principal is final and may not be further appealed. The results shall be documented in the District's My Integrated Student Information System (MiSiS) and kept as student records.
- Parents may submit a written objection to the final decision; however, no further appeal action will be taken. The written objection will be kept in the student's discipline file if the parent so requests.

DISTRITO ESCOLAR UNIFICADO DE LOS ANGELES

FORMULARIO DE APELACIÓN DE SUSPENSIÓN DEL ESTUDIANTE

Suspensión de la escuela Suspensión de la clase Suspensión dentro de la escuela

Fecha: _____/_____/_____

Nombre del alumno: _____ Fecha de nacimiento: _____/_____/_____

Dirección: _____

Nombre del padre o tutor: _____

Teléfono # _____ Celular/Trabajo # _____

Escuela a la que asiste: _____ Fecha de la suspensión: _____

Motivo de la suspensión: _____

Solicito estar presente en la audiencia de revisión de la apelación.

Solicito no estar presente en la audiencia de revisión de la apelación.

MOTIVO DE LA APELACIÓN

* Favor de adjuntar hoja(s) adicional(es) si es necesario.

Firma del padre o tutor _____

-----**Sólo para uso oficial**-----

Recibido por: _____ Fecha: _____
Nombre Título

INSTRUCCIONES

Formulario de Apelación de Suspensión del Estudiante:

- Llene correctamente el *Formulario de Apelación de Suspensión del Estudiante*.
- Describa claramente el motivo de la apelación y anexe hoja(s) adicional(es), si es necesario.
- Anexe la *Notificación de Suspensión del Alumno*.
- Anexe cualquier prueba fehaciente o documentos adicionales que corroboren su posición.

Plazos

- Para apelar una suspensión de la escuela o una suspensión dentro de la escuela, los padres deberán llenar y presentar el *Formulario de Apelación de Suspensión del Estudiante* y los anexos al(la) Administrador(a) de Operaciones de área de ESC a más tardar cinco (5) días escolares después del último día de la suspensión.
- Para las apelaciones de la suspensión de la escuela y la suspensión dentro de la escuela, el(la) Administrador(a) de Operaciones formará un Comité de Apelaciones de Suspensión y deberá llevar a cabo una revisión de la apelación de la suspensión dentro de cinco (5) días escolares a partir de que se presente la apelación.
- Para apelar una suspensión de la clase, los padres deberán llenar y presentar el *Formulario de Apelación de Suspensión del Estudiante* y los anexos al(a) Director(a) de la escuela dentro de tres (3) días escolares a partir del momento en el que se le suspenda al alumno de la clase.
- Para una apelación de la suspensión de la clase, el(la) Director(a) deberá llevar a cabo una audiencia de revisión de apelación dentro de tres (3) días escolares a partir del momento en el que se haya presentado la apelación.
- El(La) Administrador(a) de Operaciones o el(la) Director(a) notificarán por escrito a los padres sobre la decisión de la apelación dentro de un período de tres (3) días escolares a partir de la audiencia de apelación.

Resultados

- **Suspensión dentro de la Escuela y Suspensión de la Escuela:** La decisión de la apelación hecha por el(la) Administrador(a) de Operaciones es definitiva y no se puede apelar más. Los resultados deben ser documentados en el Mi Sistema de Información Integrada del Estudiante (MiSiS) y se deberá guardar con los registros del estudiante.
- **Suspensión de la Clase:** La decisión de la apelación hecha por el(la) director(a) es definitiva y no se puede apelar más. Los resultados deben ser documentados en el Mi Sistema de Información Integrada del Estudiante (MiSiS) y se deberá guardar con los registros del estudiante.
- Los padres pueden presentar una objeción por escrito a la decisión final; sin embargo no se tomará ninguna acción adicional de apelación. La objeción por escrito se guardará en el expediente de disciplina del estudiante si el padre o la madre lo solicitan.