

# KNOW YOUR RIGHTS

To file a complaint/concern regarding a suspension or expulsion, or to seek additional information, contact:

Marlene Bicondova, Director of Youth Services  
1535 West Highland Avenue, San Bernardino, CA 92411  
(909) 880-6812

## PARENTS AND LEGAL GUARDIANS HAVE THE RIGHT TO REQUEST A CASE REVIEW IN THE YOUTH SERVICES DEPARTMENT FOR:

- Any school site decision that affects your student's due process rights with regards to discipline, athletics, attendance, or transfers.
- All matters related to suspensions or recommendations for expulsion, per Education Code 48914 and other education codes related to due process or student's rights.

## IF YOUR CHILD IS SUSPENDED:

- You have the right to attend a school conference to discuss the reason for the suspension. You have the right to:
  - Talk with the principal, the teacher, and the administrator who suspended your child
  - Have your questions answered
- Your child has the right to make up all assignments and tests missed during the suspension period. You may also request schoolwork for your child to complete during the suspension period.

## IF YOU CHOOSE TO HAVE YOUR CHILD'S SUSPENSION REVIEWED:

- Start the process at the school. Inform the principal of your decision to request the case be reviewed and look for ways to resolve your questions and concerns.
- If your concerns are not resolved at the school level, you may schedule an appointment with the Youth Services office by calling (909) 880-6812.

## IF YOUR CHILD IS SUSPENDED AND RECOMMENDED FOR EXPULSION:

- You have the right to attend a conference at the school to discuss the recommendation of expulsion. You have the right to:
  - Talk with the principal, the teacher, and the administrator who suspended your child
  - Have your questions answered
- You must be invited to a Pre-Expulsion meeting if your child is in Special Education or has been identified as handicapped. The purpose of this meeting is to determine if your child's disability contributed to the misbehavior. You may bring someone with you to help you understand the law.
- You have the right to schedule an appointment with the Youth Services Department:
  - Ask questions regarding the expulsion process
  - Seek assistance in resolving the case
- If you do not agree with the expulsion, you have the right to file an appeal with the County Board of Education, School-Linked Services at (909) 386-2414.

Formal personnel or discrimination complaints must be filed with the Affirmative Action office located at 777 N. F St., San Bernardino, CA 92410 at (909) 381-1122.

Parent/Guardian Signature:

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NOTE: If the school schedules a meeting to discuss behavioral concerns regarding your child, please request a copy of the document, "**Questions to Ask the School When You Attend a Meeting to Discuss Behavioral Concerns.**"

# QUESTIONS TO ASK THE SCHOOL WHEN YOU ATTEND A MEETING TO DISCUSS BEHAVIOR CONCERNS

## How has the school ruled out and/or addressed the presence of an academic deficit?

- How did my student score on the California Standardized Test (CST) in English? In Math? Is he/she Advanced? Proficient? Basic? Below Basic? Far Below Basic? If he/she is Basic, Below Basic or Far Below Basic, what has the school done to address this concern?
- How does my student's Common Assessment data compare with others in his/her class? If my student is having trouble learning the standards what re-teaching has occurred to address this concern?
- Did the Universal Screening data suggest my student may have an academic skill deficit which requires an academic intervention? If so, what intervention took place? How often does he/ she go to the intervention? Is the intervention working? If not, what has been done to change the intervention?

## How is the school directly teaching, enforcing, and acknowledging the behaviors they expect all students to demonstrate?

- Has my student been taught the School-wide Expectations and 16 Classroom Survival Skills? In what classes and how often are the expectations/skills taught? Are the expectations/skills consistently acknowledged and enforced in ALL my student's classrooms? Who has observed my student's classrooms to make sure these processes are in place?

## What is the problem behavior? How often and in what settings does it occur?

- What is my student's behavior skill deficit and who made this determination?
  - Following Instructions
  - Staying on Task
  - Accepting "No" for an Answer
  - Disagreeing
  - Getting the Teacher's
  - Other:
  - Appropriately
  - Attention

- How often is the problem behavior occurring? Daily? Weekly?
- In how many classes is the problem behavior occurring? All? Some? One?
- If the problem behavior is occurring in some classes but not in others, how does the school explain this? What data has the team reviewed to understand why the behavior only occurs in some settings (academic? referral? other?). What classroom modifications have been made in the classes where he/she is not doing well? Has the behavior improved as a result?

## What behavior interventions (instruction) has the school put in place for my student?

- Conducted a Functional Behavioral Assessment: What did the assessment reveal regarding the behavioral dynamics contributing to the misbehavior? How have the identified functional and environmental factors been addressed? Has the behavior improved as a result?
- Provided Targeted Behavior Instruction: What specific behavior skills have been taught in the intervention? How has the grade level/academic team supported and reinforced the skills being learned in the intervention? Has the behavior improved as a result?
- Assigned a mentor: Who is my student's mentor? How were they selected? How often does the mentor meet with my student? What kind of behavioral instruction and feedback take place when they meet? Has the behavior improved as a result?
- Developed a Student Contract: When was the contract written? What goals were written into the contract? Can my student tell me what goals he/she is working on and if he/she is making progress toward reaching those goals?

Parent/Guardian Signature: \_\_\_\_\_