**PUBLIC RECORDS ACT REQUEST**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodian of Records

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unified School District

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(street)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(city, state, zip code)

Sent via facsimile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and U.S. Mail

Re: Public Records Act Request Regarding Implementation of Alternatives to School Removals/Punitive School Discipline and Suspension, Expulsion, and School Based Arrests

Dear Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Pursuant to the California Public Records Act (California Government Code § 6250 et seq.), we are writing to request timely disclosure of the following documents in the possession of the School District relating to implementation of any alternatives to school removals and the issuance of suspensions, involuntary transfers, expulsions, and school-based arrests and citations.

1. Alternatives to School Removals – Policy, Procedures, and Training
2. Any and all documents, including policies and procedures, related to using alternatives to school removals to address student behaviors;
3. Any and all documents regarding the funding sources and budget for the alternative discipline;
4. Any and all documents regarding the staffing, including staff ratios and qualification of staff, for the alternative discipline;
5. Any and all documents regarding training of staff and parents and curriculum for training staff and parents regarding the alternative discipline, including type, number of trainings provided, and number of staff and parents trained to date and site locations for such staff.
6. Suspensions, Involuntary Transfers, and Expulsions
	1. The following data for all schools broken down at the school level and for the District as a whole for the \_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_(list) school years:
		1. Enrollment data at beginning of school year
		2. Enrollment data at end of school year
		3. Enrollment data by track, small learning community, and autonomous small school, if applicable
		4. Attendance data
	2. The following aggregate data regarding disciplinary actions in District schools broken down at the school level and for the District as a whole for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) school years:
		1. Number of involuntary transfers to continuation, community day, or other schools, in school and out-of school suspensions, referrals for expulsion, and expulsions issued;
		2. Length of suspensions issued and/or instructional days lost to suspension;
	3. For all of the data discussed in number 2 supra disaggregated by:
		1. California Education Code violation(s) cited as reason/reasons for involuntary transfer, suspension, or expulsion;
		2. Total number of suspensions by the following demographic areas, and suspension rates for each group:
			1. Age
			2. Gender
			3. Race/Ethnicity
			4. Students with Disabilities
			5. English Language Learners
			6. SES/Free and Reduced Lunch
			7. Foster and Homeless Youth
7. School-Based Security, Arrests and Referrals to Law Enforcement

Any and all documents regarding:

1. Staffing for security and/or school-based police at District schools, including but not limited to the number of security guards and/or school-based police, location of such officers, and the funding sources and funding allocated to such purposes and the training required for such personnel;
2. Complaints filed against security and/or school-based police at District schools;
3. Complaint filing and resolution process for the school-based police or security guards, including but not limited to documents describing how members of the public, school personnel, and students can submit complaints, against security guards or officers, documents describing how the District investigates and resolves such complaints, and how the District addresses complaints of wrongdoing and school police officer misconduct.
4. The aggregate number of petitions or complaints filed against students with the Probation Department for conduct occurring on or around school-sites disaggregated by type of offense, school location, and age, race, ethnicity, disability, English Language Learner status (ELL), SES/free and reduced lunch, and gender of the arrestee;
5. The aggregate number of arrests of students for conduct occurring on or around school-sites disaggregated by type of offense, school location, and age, race, ethnicity, disability, ELL, SES/free and reduced lunch, and gender;
6. The aggregate number of citations for infractions or misdemeanors given out to students disaggregated by type of offense, school location, and age, race, ethnicity, disability, ELL, SES/free and reduced lunch, and gender of the student cited;
7. The weapons (including, but not limited to, guns, TASERs, pepper spray, and nightsticks) used by security guards or school-based officers during school hours.
8. Any and all documents related to incidents in which weapons were used by security guards or school-based police officers.
9. Incidents in which a student was injured by the actions of a security guard or school police officer.

All Records

This request for public records encompasses any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. *See* California Government Code § 6252(e). As used in this request and consistent with the California Public Records Act, “writing” means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. *See* California Government Code § 6252(g).

Full Disclosure and Specific Explanation

If any records are claimed to be exempt from disclosure, we request that: (1) you exercise your discretion to disclose some or all of the records notwithstanding the exemption; and (2) with respect to records containing both exempt and non-exempt content, you redact the exempt content and disclose the rest, consistent with California Government Code § 6253(a). Additionally, if any records are withheld or redacted, please provide a written response that describes with specificity each and every record that is being withheld or redacted and the claimed reason for exemption under the California Public Records Act, along with supporting legal authority or authorities.

Assistance With Obtaining Records/Clarifying Our Request

If you contend that this request does not reasonably describe identifiable public records, we request that you promptly assist us by eliciting additional information that will clarify my request and more clearly identify the records we are seeking. *See* California Government Code § 6253.1.

Waiver of Fees and Costs

We request that you waive any copying fees because we are unable to afford such costs and the information requested will be used in the public interest to further the public’s understanding of public schools and the local police force. No part of the information obtained will be sold or distributed for profit. If you are unable to waive the copying fees, please inform us of any potential duplication costs exceeding $50.00 prior to copying.

Electronic Format Preferred

We also request that you provide any public record identified above that exists in the following electronic formats to us in that electronic format, instead of in paper format: PDF format or all Microsoft Office formats, including Word, Excel, and PowerPoint. *See* California Government Code § 6253.9.

Response Within 10 Days

We look forward to working with you to obtain the public records identified in this revised request and look forward to your response to this request within ten (10) days of receipt of this letter. *See* California Government Code § 6253(c). Additionally, please provide all records as they become available, rather than waiting to send them together.

Please send all public records responsive to this request to \_\_\_\_\_\_\_\_\_\_\_\_, either by email at **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** or mail:

 Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(street)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(city, state, zip code)

If you have any questions, please do not hesitate to contact me at (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(phone nmber) or by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thank you in advance for your timely response.

Sincerely,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name, signature)**