



CALIFORNIA RURAL LEGAL ASSISTANCE, Inc.

June 13, 2008

Santa Rosa
725 Farmers Lane, Ste. 10
Santa Rosa, CA 95405
(707) 528-9941
(707) 528-0125 (fax)
www.crla.org

Sent via Certified Mail

Dr. Sharon Liddell
Superintendent
Santa Rosa City Schools
District Office
211 Ridgeway Avenue
Santa Rosa, CA 95401

Jeffery Hoffman
Directing Attorney

Robert J. Lotero
Assistant Directing Attorney

Dylan Saake
Staff Attorney

Alfredo Sanchez
Lorenzo Oropeza
Community Workers

Hilda Cisneros
Administrative Legal Secretary

Dulce Leal
Clerical

Central Office
631 Howard St., #300
San Francisco, CA 94105
Telephone 415.777.2752
Fax 415.543.2752

José R. Padilla
Executive Director

Luis Jaramillo
Deputy Director

Regional Offices

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Coachella
Delano
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Re: California Public Records Act Request - Discipline-Related Policies and Procedures

Dear Dr. Liddell:

This is a Public Records Act Request to the Santa Rosa City Schools (SRCS) regarding the district's discipline-related policies, procedures and practices. In order to facilitate our review of this information, we ask that the documents listed below be made available pursuant to the California Public Records Act (Gov. Code § 6250 et seq.).

As used in this request, a "public record" includes "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." (Gov. Code § 6252(e)). "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." (Gov. Code § 6252(g)).

As used in this request, "relate or relating to" is to be construed in the broadest sense, such that the phrase's meaning includes the following: constituting, concerning, alluding to, responding to, connected with, commenting on, with respect to, about, regarding, discussing, involving, showing, describing, reflecting, analyzing, evidencing or compromising. As used in this request, "school personnel" includes but is not limited to SRCS board members, administrators, principals, teachers, school aides, security guards and school resource officers.

We request copies of the following public records:

1. Any and all writings, including but not limited to database printouts, attendance documents, memoranda, indicating enrollment for each school by race, ethnicity, gender, and Limited English Proficiency (LEP) or English Language Learner (ELL) status from August 1, 2006 to the present.

2. To the extent not already provided in response to request no. 1, the California Department of Education Language Census (Form R-30) for the district and for each school site within the district for the 2005-2006 school year to the present.
3. To the extent not already provided in response to request no. 1, the SRCS California Basic Education Data Systems (CBEDS) report for the 2005-2006 school year to the present.
4. Any and all writings, including but not limited to handouts, powerpoint slides, pamphlets, memoranda, or other training materials used to explain SRCS suspension and/or expulsion policies and procedures to school resource officers, teachers, administrators, or other school personnel from August 1, 2006 to the present.
5. Any and all writings, including but not limited to database printouts, spreadsheets, memoranda, and/or electronic and facsimile communication(s), reflecting the number of suspensions and/or expulsions recommended for each school site in the district including, the basis or grounds for each recommendation, the race, ethnicity, gender, LEP and/or ELL status of each student recommended for suspension or expulsion, and the name and position of each school personnel or staff member, (including school resource officers, security guards and/or other law enforcement officers) who recommended each suspension or expulsion from August 1, 2006 to the present. Anything produced responsive to this request should be catalogued as follows:
 - a. Redaction of the name of the student, parent(s) and guardian(s);
 - b. Redaction of the address, telephone number or social security number of the student, parent(s) and guardian(s) of that student.
6. Any and all writings, including but not limited to database printouts, spreadsheets, memoranda, school board agendas or minutes, and/or electronic and facsimile communication(s), reflecting the final disposition of each recommended suspension or expulsion identified in response to no. 5 above. Anything produced responsive to this request should be catalogued as follows:
 - a. Redaction of the name of the student, parent(s) and guardian(s);
 - b. Redaction of the address, telephone number or social security number of the student, parent(s) and guardian(s) of that student.
7. Any and all writings reflecting the number of SRCS students referred by the district for enrollment or placement in alternative education programs established and run by the Sonoma County Office of Education, including the race, ethnicity, and gender of each student referred, whether the student was identified as LEP or ELL, the basis for the referral, the last SRCS school attended by the referred student, the alternative school or program in which the student was placed or enrolled, and whether the student was ever readmitted or reenrolled in SRCS. Anything produced responsive to this request should be catalogued as follows:
 - a. Redaction of the name of the student, parent(s) and guardian(s);
 - b. Redaction of the address, telephone number or social security number of the student, parent(s) and guardian(s) of that student.

8. Any and all writings, including but not limited to, applications, award letters, memoranda, electronic and/or facsimile communication, indicating any grant funds received by SRCS from any gang intervention program from August 1, 2005, to the present.

9. Any and all documents, including but not limited to applications, electronic and facsimile communication, grant proposals, program policy, data collection and/or annual program assessments, relating to SRCS's participation in the School/Law Enforcement Partnership Program (Cal. Educ. Code § 32262 et seq.) from August 1, 2005, to the present.

10. Any and all documents, including but not limited to memoranda, certifications, electronic and facsimile communication, and/or other materials relating to district cooperation with local law enforcement pursuant to the School Safety and Violence Prevention Act from August 1, 2006, to the present.

11. To the extent not already provided in response to request Nos. 8, 9, or 10, any and all documents, including but not limited to applications, electronic and facsimile communication, grant proposals, program policy, data collection and/or annual program assessments, relating to SRCS's participation in the School Community Violence Prevention program (Cal. Educ. Code § 41510 et seq.), the Gang Risk Intervention Program, or the School Community Policing Partnership Program from August 1, 2005, to the present.

12. Any and all writings relating to all rehabilitation plans recommended pursuant to Cal. Educ. Code § 48916 by the SRSC Board of Trustees for each student expelled from SRCS from August 1, 2006 to the present. Anything produced responsive to this request should be catalogued as follows:

- a. Redaction of the name of the student, parent(s) and guardian(s);
- b. Redaction of the address, telephone number or social security number of the student, parent(s) and guardian(s) of that student.

13. Any and all writings relating to the rules and regulations adopted by the SRCS Board of Trustees pursuant to Cal. Educ. Code § 48916(c) establishing a procedure for processing requests for readmission of all expelled pupils from August 1, 2006, to the present.

14. Any and all notices directed to parents which explain the SRCS's expulsion and/or suspension policies and procedures, including its rehabilitation plan and readmission process and procedures. Please provide the above-mentioned notices in all languages made available to parents.

15. Any and all writings, including but not limited to "reports by school officials," "anonymous student surveys," and "anonymous teacher surveys" reported to the State and/or parents as mandated by the Uniform Management Information and Reporting System for the Safe and Drug-Free Schools Acts under the No Child Left Behind Act from August 1, 2006, to the present. Please provide the above-mentioned documents in all languages made available to parents.

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16. From August 1, 2006 to the present, any and all writings, including but not limited to memoranda, electronic and facsimile communication(s), notes, agenda minutes, or other materials relating to regular Santa Rosa Police Department (SRPD) meetings wherein "all schools share information" as mentioned in the powerpoint presentation titled Gangs & Santa Rosa City Schools, 2007-2008, a copy of which is attached.

17. From August 1, 2006 to the present, any and all writings, including but not limited to memoranda, policies, procedures, electronic and facsimile communication(s), photographic, video, or other materials relating to the Digital Photo Bank located at Rincon Valley Middle School, as mentioned in the powerpoint presentation titled Gangs & Santa Rosa City Schools, 2007-2008, a copy of which is attached.

18. Any and all documents relating to district policy regarding the retention and/or destruction of all documents including but not limited to those relating to disciplinary policy, Notice of Concerns, and/or SRCS gang prevention policy.

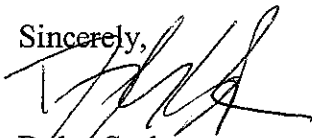
19. The SRCS Consolidated Application (Parts I and II) for the 2006-2007 and 2007-2008 school years.

Please send a response within 10 days, as required by Government Code section 6253 (c), to the Santa Rosa Offices of California Rural Legal Assistance at the address indicated on the letterhead above.

California Rural Legal Assistance, Inc. and the Youth Law Center are non-profit public interest legal organizations which provide free civil legal services to the lower income community, including farm workers, seniors, disabled persons, and children and youth. We request that you waive any copying costs in connection with the above request.

If you have any questions or concerns regarding this request, feel free to contact either one of us at the e-mail addresses or phone numbers listed below. Also, please forward this request to any and all persons in your office who can assist in complying with this request. We thank you in advance for your prompt attention to this request.

Sincerely,

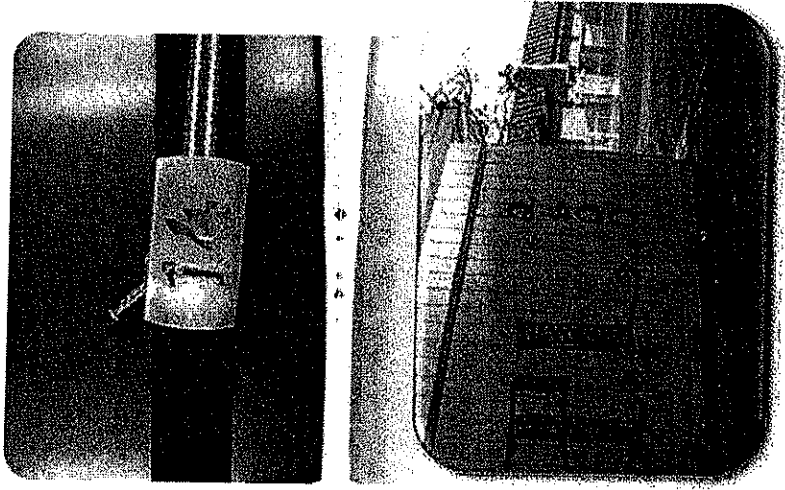
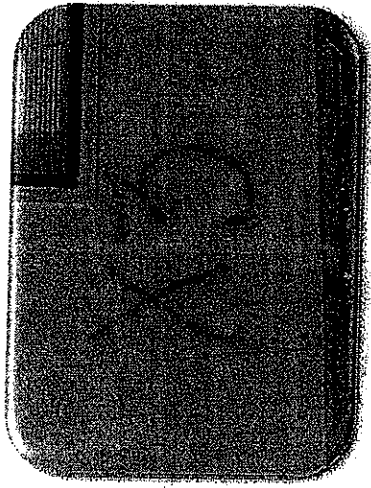
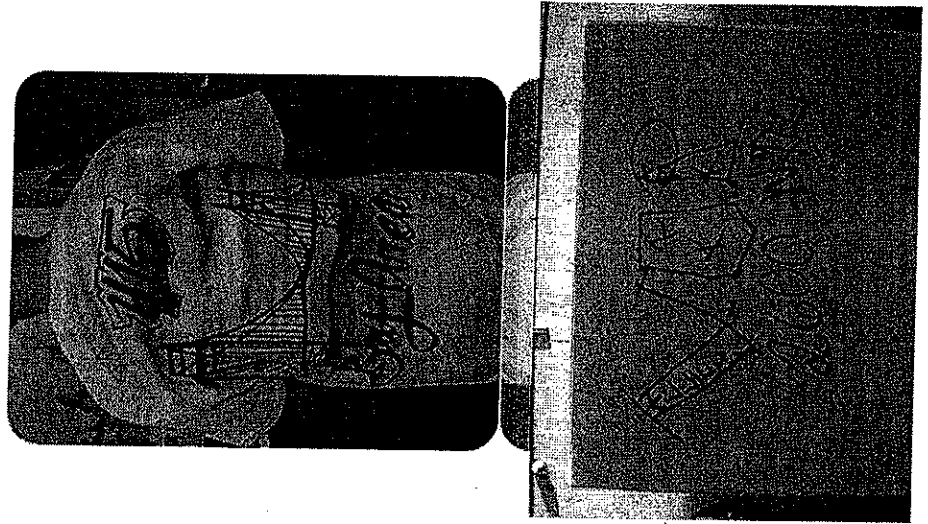


Dylan Saake
Attorney at Law
California Rural Legal Assistance, Inc.
dsaake@crla.org

Deborah Escobedo
Attorney at Law
Youth Law Center
descobedo@ylc.org

CC: George Valenzuela, Esq., SRCS
Margaret Merchat, Esq., School and College Legal Services

Gangs & Santa Rosa City Schools



2007-2008

All SRCs Campuses

- Monthly SRPD meetings
 - All schools share information
- Gang Notice of Concern
 - Enhanced student discipline
- Digital photo bank at RVMS
 - Record for Admin & Police
- Expulsion for serious Gang activity at school
- Admin Team dedicated to everyone's safety

