

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

The Capistrano Unified School District (CUSD) is committed to providing a safe and orderly setting in which students enjoy a positive academic and social environment. Students who comply with basic discipline guidelines and work diligently on academics will reap a variety of rewards.

With your student, please review the CUSD School Policies regarding:

- Attendance/Tardy
- Academic Integrity
- Bully-Free environment
- Student Dress and Grooming Standards
- School-Wide Student Intervention Plan

ATTENDANCE/TARDY

Attendance

As parents, you have the responsibility to make school a #1 priority for your child. **An average absence rate of more than one day per month is considered excessive.** By making sure your child is in school every day, you ensure his or her opportunity to learn. Research indicates that when parents actively participate in their child's education, the quality of learning improves. Such participation also improves student test scores and creates an atmosphere that enhances student success.

Regular attendance at school is critical to the success of *all* students. Please call or email the school to report your child's absence and provide the following information:

- **The date(s) of the absence**
- **The person calling**
- **Your child's full name**
- **The reason for the absence**

If you do not call in or email regarding your child's absence, your child must have a note with your signature indicating the above information for the day(s) he/she was absent from school. If you do not contact the office by 10:00 a.m. on the day of the absence, an automated calling and/or e-mail system will contact you regarding your child's absence. All absences must be cleared within 72 hours.

Excused Absences may include: illness, medical or dental appointments, death or serious illness in immediate family, religious holidays, quarantine, or immunization exclusion. If your child will be out of school for five school days or more, you can request an Independent Study Contract.

When a student has had 14 absences in the school year for illness, any further absence for illness shall be verified by a physician.

When to keep your SICK child at home

We are experiencing an increasing amount of absences due to flu-like and cold symptoms. Please encourage your children to wash their hands as much as possible. Our health policies require that children with a fever need to be fever-free, without medication, for at least 24 hours before returning to school.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

Please keep your children home if they have these symptoms:

- Fever of 99.6 degrees or higher, without medication,; children must be fever free for 24 hours before returning to school.
- Vomiting, diarrhea, or severe abdominal pain.
- A cold, sore throat or persistent cough.
- Nasal congestion or runny nose not associated with allergies.
- Any open sores or open wounds.
- Any undiagnosed rash.
- Red or swollen eyes. (i.e. pink eye, conjunctivitis)

Please refer to the following link for all other Health-related concerns and questions: http://safety-capousd-ca.schoolloop.com/cms/page_view?d=x&piid=&vpid=1282484937357

Truants/Unexcused Absences: If a student is more than 30 minutes late, the student is truant.

Also, those students who stay home without permission from a parent/guardian, or have an absence that remains unexcused after 72 hours, will be recorded as truant.

Unexcused absences include all absences or truancies which may include but are not limited to: traffic, vacations, shopping, staying home to visit with friends or family, transportation breakdown, working, missing the bus, negligence, truancy, too tired, etc.

A total of three days of unexcused absences or truancies can trigger the **School Attendance Review Board (SARB)** process. Parents will be sent a letter notifying them that their child is habitually absent/ truant. Subsequent absences can trigger a second and third SARB letter. The third letter will prompt a mandatory meeting with the District Attorney's office and potential prosecution.

Tardy-Late to School: A student is tardy when he/she is not in a seat in class or in line when the second bell rings to begin class. Once roll is taken, any student who arrives late to school must check in to the attendance office to get a pass to enter class. Students who arrive to class late create a disruption, regardless of the reason, and will be marked tardy. After 15 minutes tardy, parents must escort their child into the office to sign them in. California State law excuses tardies for illness and medical appointments; unfortunately, we are unable to excuse tardies for traffic, rain, car difficulties, or any other circumstance not listed under "Excused." *A tardy is recorded as truancy if a student is more than 30 minutes late to class.

Early Out, Dismissal for Medical, Dental, or Personal Appointments: A parent or guardian must come in to the office to sign the student out before he/she may leave campus. You may be asked for photo ID. Your child may not leave campus in the custody of anyone other than a parent or guardian or person authorized on the emergency card. This is for your child's protection. When a student is signed out early from school, it is recorded as an early out tardy. Unexcused early outs are recorded as tardies and may result in disciplinary action.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

Arrival to / Departure from School

Students may use bicycles, razors or skateboards to come to or leave school, under the following conditions:

1. Bicycles, razors, and skate boards may be ridden to and from school by 3rd through 5th grade students only.
2. Walk your bicycles, razors or skate boards at all times on campus sidewalks and blacktops.
3. Keep your bicycle, razor, or skate boards locked in the designated lock up area.
4. Helmets are mandatory when riding your bicycles, razors, or skate boards.
5. The school is not responsible for any damage, theft, or personal injury.

Protecting Precious Instructional Time Policy: The more time students are focused, engaged and on-topic means more time learning and growing. To ensure that all students receive quality, uninterrupted instructional time, school staff will not interrupt class time. If parents deliver an item such as lunch money, homework, or instruments, the items should be left at the front counter. Students may stop by the office to pick up the item at recess or lunch.

Elementary school is designed to nurture students, yet give them logical consequences that improve academic behaviors and teach responsibility. The good work and study habits that your child develops now will prove to be invaluable in future academic endeavors and beyond. In an effort to minimize disruptions in the classroom, we ask that students arrive on time and that early checkouts be reserved for emergency situations only. Please plan to make all doctor appointments, etc. after school hours. It is imperative that other students' instruction is not interrupted by tardies and early checkouts. Early pick-ups are very disruptive, are a chronic problem, and are recorded in the student's permanent record.

Illness at School: If your child becomes ill at school, he/she is to request permission from his or her teacher to report to the office. If the child is too ill to continue his/her day at school, the health office will call the parent or guardian to pick up the child. **UNDER NO CIRCUMSTANCES** is a child to call his/her parents/guardians to pick him/her up and leave the premises without the school personnel being notified. A student must be fever free, no rash, no vomiting/diarrhea for 24 hours.

Independent Study Contract (ISC): Students who will be away from school for five or more days, other than illness, may be able to receive class work and remain up-to-date. To request an ISC, please notify the office **AT LEAST TEN SCHOOL DAYS PRIOR TO THE FIRST DAY OF ABSENCE** so that the request can be reviewed, and if approved, class assignments may be organized. This process helps students to keep up with school work, but there is no substitute for teacher instruction and class interaction. Please schedule vacations appropriately. Board Policy 6158(a).

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

ACADEMIC INTEGRITY

Ethics is defined as moral principles or practice. CUSD students, teachers, administrators and parents are encouraged to base relationships on a fundamental notion of trust. With trust comes the ability to establish productive staff-student-parent relationships. Therefore, academic dishonesty (“cheating”), in any form (including students working together in pairs or groups unless specifically directed to do so by the teacher), will not be tolerated. Cheating undermines the academic process, destroys students’ integrity, and shatters the trust necessary for productive relationships.

Cheating may include but is not limited to the following:

- Copying another student’s homework
- Copying another student’s answers on a test
- Using an unauthorized prompt sheet
- Using unauthorized technology (including a calculator) during a test or quiz
- Making homework available to another student so they may copy the answers
- Plagiarizing another author’s work
- Cutting and pasting passages from the Internet into an assignment without notation for the author
- Forged notes (student signing his or her parents’ name)

Electronic Devices:

While students may bring electronic devices on campus, these devices must be turned off during class time unless approved by the teacher (including tutorial). Misuse of electronic devices may cause devices to be confiscated. The school is not responsible for damage or loss of electronic devices.

Note: Having visible access to a cellular phone or any other electronic device during a quiz or test will be considered a violation of the school academic integrity policy.

Technology:

All students will follow all rules, regulations, and guidelines in the Student Acceptable Use of Technology AR 6.7 which can be found on the district webpage.

BULLY-FREE ENVIRONMENT

CUSD schools proactively construct and maintain a social atmosphere which addresses all forms of student conflict and bullying through:

- Creating a school wide PBIS system.
- Creating a positive school culture.
- A beginning-of-the-year school-wide assembly which outlines behavioral expectations including bullying prevention.
- Second step program and instruction that addresses the social and emotional needs of students.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

- Ongoing, school-wide student and staff educational opportunities.

Definition of Bullying– Board Policy 5131.2 (a):

Bullying as defined by California law and Board Policy involves severe or pervasive abusive actions. Cyberbullying includes the electronic creation or transmission of harassing communications or direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage their reputation.

What students should do if bullied:

- Talk to parents or trusted adults. They can help stop the bullying
- Talk to teacher, school counselor, or principal. Telling is not tattling
- Don't fight back. Don't try to bully those who bully you
- Try not to show anger or fear. Students who bully like to see that they can upset you. Calmly tell the student to stop...or say nothing and then walk away
- Limit the interaction
- Limit your message to five (5) words or less. Example: "Leave me alone."
- "Three Strikes you're out" rule. Repeat your five (5) words or less three times then walk away
- Try to avoid situations in which bullying is likely to happen

How to Report Bullying?

Students can report any incidents of bullying or harassment which may include:

- Incident Report Form in the office
- "Bully Box"
- Speak to or email a staff member
- Referral from staff member or bystander who witnessed event

The Site Administrator will investigate the incident.

- Ensure all parties are familiar with Board Policy 5131.2 (a) as it relates to bullying
- Follow up with concerned party and discuss results of investigation
- Family Educational Rights Privacy Act (FERPA) prevents staff from discussing any disciplinary consequences of another student

Consequences for Bullying may include, but are not limited to:

- Situation logged in discipline file and a student's permanent school record
- Bullying complaint report completed
- Situation logged in Bully Log filed both at school and at the District office
- Counseling

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

- Conflict Mediation
- Detention, Suspension, Involuntary Transfer, Expulsion
- Behavior Contract
- Notify School Resource Officer

STUDENT DRESS AND GROOMING STANDARDS

Dress Code Philosophy

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school District is responsible for ensuring that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization, shaming, or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, or religion.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and stomach are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

- 2. Students Must Wear***, while following the basic principle of Section 1 above:
- A **Shirt** (with a minimum of a 1 inch wide strap and fabric in the front, back, and on the sides immediately under the armpits), **AND**
 - **Pants/jeans or the equivalent** (for example, sweatpants, opaque leggings, or shorts), **OR**
 - A **dress or skirt**, **AND**
 - **Shoes** (as appropriate for the environment and activity).

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific attire requirements are permitted for extracurricular activities and PE.*

- 3. Students May Wear**, as long as these items do not violate Section 1 above:
- Sun-protective clothing, such as hats and hoods or wear body or hair protection as necessary as long as face is not obstructed, is allowed outdoors during the school day. The student's face must be visible to staff, and headwear must not interfere with the line of sight of any student or staff.
 - Athletic attire, as necessary for athletic activities.
- 4. Students Cannot Wear:**
- Clothing or accessories displaying profanity (including a foreign or slang word or term or a phonetic spelling or mirror image of a word or term regardless of the source), pornography, and violent language or images.
 - Clothing or accessories considered unsafe, dangerous or a health hazard. Images or language depicting drugs or alcohol (or any illegal item or activity).

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

- Hate speech, images, or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that significantly and intentionally reveals visible undergarments.
- Swimsuits (except as required in class or athletic practice).
- Any item that obscures the face (except as a religious observance).
- Strapless tops or halter-tops.

The California legislature has determined that gang apparel is hazardous to the health and safety of the school environment and therefore, the wearing of such apparel may be restricted.

5. Dress Code Enforcement

The Board desires to provide an orderly and caring learning environment in which students work diligently on their studies, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. District staff, per Board Policy 5140 *Positive School Climate*, shall encourage positive student conduct. Staff and students shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. To ensure effective and equitable enforcement of this dress code, school staff shall be properly trained to enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement. Sites will follow progressive discipline as outlined in the discipline handbook.

- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Inconsistent and/or inequitable discipline should be minimized whenever possible.
- Students will be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three options to dress more appropriately during the school day:
 - Students will be asked to turn their garment inside out (if feasible) or put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be singled out for dress code enforcement because of racial identity, gender identity or expression, sexual orientation, ethnicity, body size/type, cultural or religious identity.
- Students should not be required to display their body in front of others (students, parents, or staff) in school including but not limited to the below actions:
 - Kneeling or bending over to check attire fit;
 - Measuring straps or skirt length;
 - Asking students to account for their attire in the classroom or in hallways in front of others;
 - Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others or,
 - Accusing students of “distracting” others students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any athletic events, performances, and graduation ceremonies.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact a site administrator.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

In order to protect the general student body and maintain the integrity of the educational environment, the school/administration reserves the right to amend/modify Dress and Grooming Standards, without notice, and as necessary to maintain a safe and positive school atmosphere. In the event of an infringement of the dress code, parents will be contacted to bring appropriate clothing.

SCHOOL-WIDE STUDENT INTERVENTION PLAN

Our goal is to help each student become a positive and responsible citizen. We know that the majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable behavior. The following rules and regulations are in effect on or near school grounds, off campus during school hours, at school- sponsored functions, bus stops, and while on the way to or from school or school activities. Unless otherwise noted, the discipline consequences apply for the entire current school year.

Interventions are intended to review the major infractions and usual consequences; however, CUSD recognizes that some actions not listed below may cause a disruption to the instructional process and/or environment. In those cases, the school administration reserves the right to take disciplinary action at their discretion.

All administrative decisions regarding student behavior and resulting consequence(s) are administered within strict adherence to California State Education Code and CUSD Board Policy.

CUSD is not responsible for damaged, lost, or stolen items that a student has brought from home. Administration and staff will investigate incidents involving these items at their discretion. Parents may be asked to personally retrieve confiscated items.

INTERVENTIONS AND CONSEQUENCES

Progressive Discipline Interventions

CUSD follows a system that includes positive interventions and progressive discipline where the severity of the consequence depends on the severity of the behavior and/or the pattern of behaviors a student exhibits. All interventions are at the discretion of the school administration and take into account individual student needs and the circumstances of each incident.

Interventions:

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| Warning: | Give a verbal warning and restate expectations/roles |
| Positive Reinforcements: | Incentives both verbal and tangible achieving and exceeding school-wide expectations. |
| Classroom Interventions: | Teachers will assign the consequence in accordance to their classroom discipline plan and may include seat change, loss of privilege, behavior reflection. |
| Counseling: | Meeting with the school-site counselor, referral to community resources, conflict mediation, etc. |

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

Parent Conference:	Meeting with parents, teachers, students and other appropriate personnel wherein the team discusses student challenges and possible interventions.
Family Partnership Plan (First Step) Student Success Team (Second Step):	A meeting with parents, teachers, students and other appropriate personnel to create a plan for intervention strategies and supports for student success both behaviorally and academically.
Campus Clean-up:	Students will participate in campus beautification.
Referral:	The student's behavior is reviewed by an administrator. The administrator determines the appropriate intervention based on the student's progressive discipline status.
Detention:	Detentions may take place during the school day.
Class Suspension:	Students will be removed from class and supervised on campus.
Behavior Contract:	If a student's behavior pattern continues, administration will place student on a Behavior Contract appropriate to address the student's behavior.
Suspension:	Student is excluded from school and school activities (including afterschool activities and PTA sponsored events) for the duration of the suspension.
Involuntary Transfer:	Revoke School of Choice and/or Inter-District Transfer.
Expulsion:	A recommendation that the student is removed from CUSD.

Mandatory Administrative Action

The Board of Trustees and the Superintendent of the CUSD have adopted a position that maintains that our schools will not tolerate weapons, drugs, or behavior that threatens the safety of another person. The offenses listed below require mandatory action by the school administration:

- Possession of firearm, when the principal or superintendent and the Board confirm the pupil was in knowing possession of the firearm, and an employee of the District verified such possession; or
- Brandishing a knife at another person; or
- Selling or furnishing a controlled substance; or
- Committing or attempting to commit a sexual assault or committing sexual battery; or
- Possessing an explosive

The mandatory action for a first time offense of any of the above is: immediate five-day suspension, notification of law enforcement, and recommendation for District expulsion. While

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

a District expulsion hearing is pending, a student's suspension will be extended.

Please Note:

- The school practices a policy of progressive discipline where consequences increase as a result of repeated patterns of behavior or with increasing severity of behavior.
- The school official executing the discipline policies and procedures exercises the right to adapt his/her decision to meet the fair and appropriate consequence that fits each individual situation.
- The school initiates Behavior Contracts when a pattern of disruptive behavior has been established.
- School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the District or the school. Board Policy 5154(a).
- During investigations, students will be questioned and may be requested to write a "Statement of Facts". If these statements are used in an expulsion case, parents may utilize an Anonymous Witness Statement form. If law enforcement is involved in an investigation, the school will attempt to contact parent.
- Law enforcement officers have the right to interview students on school premises. If the officer needs to interview the student immediately, the principal or designee shall accommodate the questioning in a way that causes the least possible disruption to the school process and gives the student appropriate privacy. Board Policy 5153 (a).
- Family Educational Rights Privacy Act (FERPA) prevents staff from discussing any disciplinary consequences of another student.

EDUCATION CODE §48900 and §48915

During the suspension, the student is expected to remain at home under adult supervision and may not attend school activities or be on the school campus. The teacher may require the student to complete any assignments and tests missed during the period of suspension.

CAPISTRANO UNIFIED SCHOOL DISTRICT

Elementary School Policies and Procedures

<u>EDUCATION CODE SECTION 48900</u>	<u>EDUCATION CODE SECTION 48915 -Expulsion</u>
<p>Suspension shall be imposed only when other means of correction fall to bring about proper conduct. However, suspension on the first offense is authorized for 48900 (a) through (e) offenses and/or when the pupil's presence causes a danger to persons. (EC §48900.5) Discretion may be used to provide alternatives to suspension or expulsion that are age appropriate and designed to address the specific misbehavior (EC §48900 (v)).</p> <p>a.1. Caused, attempted to cause, or threatened to cause physical injury.</p> <p>a.2. Willfully used force or violence on another person, except in self-defense.</p> <p>b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.</p> <p>c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant</p> <p>d. Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance.</p> <p>e. Attempted or committed robbery or extortion.</p> <p style="text-align: center;">●●●●●●●●●●●●●●●●</p> <p>f. Attempted or caused damage to school or private property.</p> <p>g. Attempted or stole school or private property.</p> <p>h. Possessed, or used a tobacco product.</p> <p>i. Committed an obscene act or engaged in habitual profanity or vulgarity.</p> <p>j. Possessed, offered, arranged, or negotiated to sell drug paraphernalia.</p> <p>k. Disrupted school activities or defied school personnel. (Grades 4-12, suspension only)</p> <p>l. Knowingly received stolen school or private property.</p> <p>m. Possessed an imitation firearm.</p> <p>n. Attempted or committed sexual assault or committed a sexual battery.</p> <p>o. Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.</p> <p>p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</p> <p>q. Engaged in, or attempted to engage in, hazing.</p> <p>r. Engaged in an act of bullying, including cyberbullying and <i>cyber sexual bullying</i>.</p> <p>t. Aided or abetted in the attempted or infliction of physical injury to another. Expel only when connected to (a)</p> <p>.2 Committed sexual harassment. (Grades 4-12)</p> <p>.3 Attempted, threatened, caused, or participated in hate violence. (Grades 4-12)</p> <p>.4 Harassment, threats or intimidation creating an intimidating or hostile educational environment.(Grades 4-12)</p> <p>.7 Made terroristic threats against school officials or property.</p> <hr style="width: 30%; margin-left: 0;"/> <p>s. Act must be related to a school activity or school attendance occurring within a school under the jurisdiction of a district, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period on or off campus; or 4) during or while going to or from a school sponsored activity.</p> <p>u. School property includes electronic files and databases.</p> <p>w. Alternatives to suspension/expulsion should be applied to students who are truant, tardy or absent from school.</p>	<p style="text-align: center;">●● Report all offenses in §48900 for jurisdiction consideration ●●</p> <p>Principal or Superintendent shall recommend expulsion for offenses which occur at school or at a school activity off school grounds, unless it should not be under the circumstances or an alternative means of correction would address the conduct:</p> <p>a.1.(A) Causing serious injury to another person, except in self-defense.</p> <p>a.1.(B) Possession of a knife, or other dangerous object of no reasonable use to the pupil.</p> <p>a.1.(C) Unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois (by weight) ounce of marijuana, other than concentrated cannabis.</p> <p>a.1.(D) Robbery or extortion.</p> <p>a.I.(E) Assault or battery on any school employee.</p> <p>For expulsion under §48915 (a) or §48900 (a) through (r) or §48900.2, .3, or .7, there must be a finding of either of the following(§48915(b) or (e)):</p> <p>(1) That other means of correction are not feasible or have repeatedly failed to bring about the proper conduct.</p> <p>(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</p> <p style="text-align: center;">●●●●●●●●●●●●●●●●</p> <p>The following offenses require suspension and recommendation for expulsion:</p> <p>c.1. Sale, possession or furnishing a firearm. (Exception for imitation firearm)</p> <p>c.2. Brandishing a knife at another person. (See also EC§ 48915 (g))</p> <p>c.3. Selling a controlled substance.</p> <p>c.4. Attempted or committed sexual assault or committed sexual battery.</p> <p>c.5. Possession of an explosive.</p>