

SITE OPERATIONS CIRCULAR NO. 1012
Office of the Chief Student Services Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 17, 2014

To: All Principals and Vice Principals

Subject: REINSTATEMENT OF STUDENTS WHO WERE
PREVIOUSLY EXPELLED FROM THE DISTRICT

**Department and/or
Persons Concerned:** All Principals, Vice Principals, School Counselors, School
Clerical Staff

Due Date: January 23, 2014 (Deadline to pickup reinstatement cases)
January 27, 2014 (Deadline to enroll)

Reference: District Administrative Procedure No. 6295

Action Requested: Head counselors, school counselors, registrars or site techs
should contact and enroll students on the reinstatement list.

Brief Explanation:

Each semester our district reinstates students who have completed their period of expulsion. There are approximately 105 students who are eligible to return to district schools.

The Placement and Appeal Office is responsible for reinstatement of students from expulsion. Students who are expelled attend school in an alternative placement for one or two semesters. Those students who have completed their rehabilitation plan and maintained appropriate grades and behavior have the right to be reinstated to a school in our district. Efforts are made to equally distribute reinstated students to school sites, but many considerations (victims, transportation, grade level, etc.) can make that an imperfect process.

The Placement and Appeal staff makes the determination as to whether a student has or has not met the criteria for reinstatement from suspended or total expulsion based on the district policy and/or the law. The sources of information utilized in making these decisions are: progress reports, final grades, communication with interim placement staff, type and severity of the expulsion offense, student accessibility to the school, and input from receiving school staff, students and parents. Placement and Appeal makes every effort to ensure the best possible placement for the student, family and receiving school. Sensitivity is given to special circumstances.

To meet the need to place students, every school in our district will be considered in determining the appropriate site for reinstated students. Placement and Appeal will notify sites if they are receiving students. The receiving schools should pick up their reinstatement packets from January 22 to 23, at Eugene Brucker Education Center, Annex 8. These students **must** not be penalized for being unable to enroll before this time. Therefore, the students should be called immediately to register. The students are expected to be in attendance on the first day of classes.

We look forward to continuing this smooth transition of reinstating students back into their schools. If you have any questions regarding this process, please contact the Placement and Appeal Office at 619-725-5660.

Melissa A. Janak
Director
Counseling and Guidance/
Placement and Appeal

APPROVED:



Joe Fulcher
Chief Student Services Officer

MAJ: tb

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