

**SITE OPERATIONS CIRCULAR NO. 1010**

Office of the Chief Student Services Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 16, 2015

**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 21-22, 2015 (Timeline to pick up reinstatement cases)  
January 26, 2015 (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 60 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 21-22, 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.

Felicia Singleton-Daniel  
Program Manager  
Placement and Appeal

APPROVED:



Joe Fulcher  
Chief Student Services Officer

FSD: tb

Distribution: Lists B, D, E and F