

SITE OPERATIONS CIRCULAR NO. 1035
Office of the Deputy Superintendent

SAN DIEGO CITY SCHOOLS

Date: March 10, 2006

To: Principals, Vice Principals, Site Administrators, and Assistant Superintendents

Subject: SCHOOL SITE SUSPENSION AND EXPULSION PROCEDURES

Department and/or Persons Concerned: Principals, Vice Principals and Site Administrators responsible for student discipline

Due Date: Upon receipt

Reference: 2005-2006 Student Discipline Guidelines, Administrative Procedure No. 6290, Administrative Procedure No. 6295 and district website

Action Requested: Please share information with appropriate staff and ensure procedures are followed.

Brief Explanation:

This circular provides guidance on the procedures for suspension and expulsion of students attending San Diego City Schools. Please review the student Discipline Guidelines for more detailed instructions on the Suspension & Expulsion process.

SUSPENSION:

1. DETERMINE IF OFFENSE REQUIRES A SUSPENSION:

Suspension should be the last resort after other interventions have failed, unless the offense is one of the five mandatory enumerated in the Education Code. A pupil may be suspended for the first offense if the pupil's presence causes a danger to persons/property or threatens disruption of the instructional process.

Conduct a thorough investigation. A site administrator cannot rely solely on school police to conduct the investigation, but they may overlap. The student must be allowed to present his/her side of the incident. If student is unavailable due to emergency (hospitalization or jail) then hold the conference within two days. Get written statements from any witnesses (legible and in ink). Obtain a written statement from the offending student.

2. SUSPENSION IS WARRANTED:

Use the suspension guidelines to determine the appropriate length of suspension.

Contact parent/guardian and conduct a conference prior to the suspension (if available) or as soon as possible after.

The Report on Suspension form (current form available on *sandi.net-forms*) (**DO NOT USE OLD VERSIONS**) must be fully completed and given or mailed to the parent/guardian within 24 hours. Failure to do so will result in the suspension being overturned. The form must include the second page which includes all of the parents' rights.

Inform parents of their right to appeal the suspension. If they wish to appeal, direct them to contact the Placement and Appeal office at (619) 725-5660.

Input suspension information into the district database within 24 hours. If there is more than one charge, input the more serious charge in the database and note in the "comments" section the other charge(s).

Notify the appropriate school site staff of the student's suspension.

EXPULSION:

1. EXPULSION IS WARRANTED:

Follow the same process listed above for suspensions.

Complete the Report on Suspension form. Suspend the student for five days with return date as "Pending Placement." Mark "X" in expulsion box. School staff should put enrollment block into Zangle; otherwise, student can enroll in other district schools.

Call the Placement and Appeal office at (619) 725-5660 to report the case.

Complete ALL THREE (3) PAGES of the Recommendation for Expulsion/Zero Tolerance form (available on *sandi.net-forms*). Print from Zangle the student's Detail Behavior Report. Fax Placement and Appeal (619-298-3749) the report on suspension, recommendation for expulsion, discipline records, leaving grades, and any witness statements **by the second day of the suspension**.

If the student is special education or 504, arrange for a manifestation meeting to take place within five school days of the first day of suspension. If you are unable to schedule the meeting within five school days, the meeting must be conducted no later than 10 school days after the first day of suspension. Fax the manifestation determination worksheets (including a signature page) to Placement and Appeal (619-298-3749)

At the end of the fifth day, student must be dropped from enrollment by your school using **DROP CODE 09**.

2. EXPULSION CASE NOTIFICATION AND HEARING:

The Placement and Appeal staff will decide whether or not to proceed with an expulsion case on a student. The school administrator who recommended the student for expulsion will be notified via telephone or email by Placement and Appeal within the five day suspension period if the case is not going forward to a hearing.

If the case is moving forward to an expulsion hearing the counselors at Placement and Appeal will contact the family via telephone to let them know. The counselors will also arrange for an interim educational placement for the student pending the hearing. Placement and Appeal also sends a written notice of the hearing to the family and the site administrator who recommended the student for expulsion.

IMPORTANT: THE SITE ADMINISTRATOR IS RESPONSIBLE FOR ENSURING THAT ON THE FINAL DAY OF THE STUDENT'S FIVE DAY SUSPENSION THAT THE STUDENT IS DROPPED USING THE 09 CODE AND THAT APPROPRIATE SITE PERSONNEL ARE NOTIFIED.

3. ELEMENTARY LEVEL ONLY:

In the event of an expellable offense by an elementary student, the site administrator reviews whether or not the offense warrants an expulsion. If the site administrator finds that due to the particular circumstances expulsion is inappropriate, he/she should follow the In Lieu of Expulsion Process. The principal may follow the In Lieu of Expulsion Process for all listed offenses except for the following mandated offenses that require an expulsion recommendation:

- 01h – committed or attempted sexual assault or committed sexual battery
- 02g – Possessed, sold or furnished a FIREARM or EXPLOSIVE
- 02h – Brandished a KNIFE
- 03d – Selling a controlled substance (does not include alcohol)

Questions regarding these procedures should be directed to Deidre Walsh, Placement and Appeal, at (619) 725-5660, or by e-mail to <dwalsh1@sandi.net>. Contact the Placement and Appeal office to request a copy of the 2005-2006 Student Discipline Guidelines.

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APPROVED:



Geno Flores
Deputy Superintendent

Distribution: Lists B, D, E, and F