

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4430

PAGE: 1 OF 5

CATEGORY: Instruction, Curriculum Design

EFFECTIVE: 4-8-63

SUBJECT: Alternative Education

REVISED: 10-26-2001

A. PURPOSE AND SCOPE

1. To outline administrative procedures for (a) placement of students in an alternative education program, (b) determining student capacity and corresponding instructional staffing requirements in alternative schools during a school year, and (c) return of alternative education students to comprehensive schools.
2. **Related Procedures:**

High school diploma program	4410
School-initiated placement/School-Initiated Placement Council	4605
School attendance of, and equal education access for, married students, pregnant students, and minor parents	4255

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-2750, F-6000; Education Code Section 48432.5; California Code of Regulations, Title 5, Sections 11000-11004.
2. **Parent/Guardian Views on Actions Involving Student Discipline.** (See Education Code Section 49072.)

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Counseling and Guidance Department, Institute for Learning.
2. **Definition. Alternative Education Program:** A specialized education program tailored to meet the needs of identified students at the secondary level. At risk students are those who are credit-deficient and/or whose GPA would prevent them from graduating.
3. **Alternative Education** (e.g., Garfield High School, City as School, SOAR, Oracle, Wings, Twain Jr./Sr. High Schools, and Youth Opportunities Unlimited). Open to any qualified student. Placement is handled by principal or designee of school (e.g., district counselor) by completion of "Alternative Education Application/School Initiated Placement Council" form (E.1., Attachment). Special cases may be referred to School-Initiated Placement Council (Procedure 4605 and Education Code Section 48900). From time to time, enrollment may be limited because of school capacity. Alternative Education schools may recommend students for return to sending school (Education Code Section 48432.5). Transportation is **not** provided.

4. **Types of Placement**

- a. **Voluntary.** This informal placement is made by using the "Alternative Education Application/School Initiated Placement Council" form. (Requires parent/guardian approval.)
 - (1) The student has the right to return to the sending or school of residence at the beginning of the next school year.
 - (2) With the consent of the Placement and Appeal Manager, the student may return at any time.
- b. **Involuntary.** This formal placement is usually made through the School-Initiated Placement (SIP) Council by the Placement and Appeal Office, Counseling and Guidance Department.
 - (1) No placement shall extend beyond the end of the semester following the semester of the action of the involuntary transfer.
 - (2) A student may extend his/her stay at the alternative school with the agreement between the school and parent/guardian that his/her educational plan is progressing satisfactorily.

D. **IMPLEMENTATION**

1. **Placement in Alternative School (Refer to Alternative Education Directory)**
 - a. **Principal** or school designee (e.g., S.S.T. [Student Study Team 9-12] or I.S.T. [Instructional Study Team 6-8]) at school of attendance, while on site, evaluates, recommends, and executes remedial plans for transferring students as indicated on the SIP application. Completes an alternative education SIP plan.
 - b. **A list of objectives** (e.g., satisfactory attendance, academic performance, and acceptable behavior) needs to be listed on the application.
 - c. **The sending school understands** that it is responsible for the students' educational needs until they are enrolled in an alternative placement. Students must remain in attendance at the sending site until the students are seated at the alternative education site.

- d. **Student Attendance Review Board (SARB)** cases that are in process should be continued by sending school until completed by the SARB Board. The student may be placed at alternative site during this SARB process.
- e. **Principal, alternative school**
 - (1) *Determines* if applicant meets enrollment criteria, including:
 - (a) Applicant is in grades 7-12. (Not all alternative sites service grades 7 and 8. See Alternative Education Directory.)
 - (b) Documentation has been presented that other alternatives have been considered. Involuntary placement is made by SIP Council.
 - (c) Students being considered for expulsion may be placed by the Placement and Appeal Legal Specialist.
 - (2) Considers the following factors preparatory to determining enrollment:
 - (a) Nature of instructional program planned for each classroom or teaching station.
 - (b) Physical characteristics, equipment, and furniture of each classroom.
 - (c) Adjustment characteristics of students generally enrolled in each classroom.
 - (3) Based on factors outlined above, recommends placement of additional staff, or temporary discontinuance of additional student placement, at beginning of each semester or at any time maximum enrollment is reached.

2. **Special Education Placement**

- a. **Behavioral support plan.** A behavioral support plan has been implemented and reviewed prior to considering placement in an alternative education setting.
- b. **Change of placement.** Any change of placement requires a new and complete IEP (not an addendum). The IEP team **must** include the student, parent/guardian, school psychologist, and other required personnel. In addition, the IEP team should include a special education representative from the alternative

education school considered as a possible placement option. The team should also consider options available as part of the district's continuum of options.

- c. **Sending school responsibility for ongoing instruction.** The sending school will remain responsible for the student's ongoing instructional program until the change of placement is completed.
 - d. **Sending school staff responsibilities.** Sending school staff members are responsible for the completion of the change of placement process and the specific tasks required in support of the parent/guardian and student.
 - e. **Review of the student's Individual Education Program (IEP).** The review of the student's IEP should focus on the following:
 - (1) Incorporation of additional district services as well as services from other agencies, if it is determined by assessment information and the IEP team, including second language needs.
 - (2) Notation of sending school interventions implemented prior to considering an alternative education school placement. Rationale for recommended placement in an alternative education school must be included.
 - (3) The student's IEP must be up-to-date and in compliance with all procedural safeguards.
 - f. **Receiving school.** At the completion of the student's enrollment, the alternative education school will be responsible for informing the sending school of the date of enrollment and give permission to drop student.
3. **Return to Comprehensive Schools**
- a. **Principal or designee**
 - (1) Upon agreement that a student may return to comprehensive school, considers the following factors *prior* to recommending transfer:
 - (a) Student's placement at the alternative site is not successful, the student is returned to his/her school of residence for placement. A written statement for this action should accompany the cancelled SIP applicant.

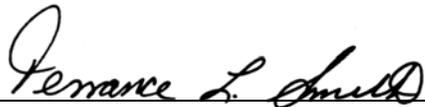
- (b) Student has achieved goals and objectives stated on the Alternative Education SIP Plan. (See Alternative Education Directory.)
 - (c) All transfers shall be made so as to ensure articulation into receiving school's program in the event of a successful action. The beginning of each new semester is preferable for student programming.
 - (d) There should be evidence of correction of specific problem or deficiency that brought about placement in the alternative school.
- (2) May refer cases to SIP Council when transfer cannot be arranged through normal process.

E. FORMS AND AUXILIARY REFERENCES

1. Alternative Education Application/School Initiated Placement Council, Stock Item 22-S-2350 (Attachment)

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education