



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6180

PAGE: 1 OF 3

CATEGORY: **Students, Exclusions and Exemptions**

EFFECTIVE: **10-01-62**

SUBJECT: **Exclusions**

REVISED: **12-27-02**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing exclusion of students from district schools.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-6000, H-4000, H-7600; Education Code Sections 48210-48214, 49451; California Code of Regulations, Title 5, Section 202.
2. **Related Procedures:**

Communicable disease control	6360
Immunization verification	6355

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Health Services Department, Student Services Division, Institute for Learning.
2. **Definition. Exclusion:** An action taken by the Board of Education to debar from attendance in regular school classes certain children whose ages, habits, or conditions fall within the scope of criteria listed in C.3. Exclusion is a nondisciplinary action that is not related to any single specified offense committed by a student.
3. **Criteria for Exclusion**
 - a. Children under minimum age (Education Code Section 48210).
 - b. Children of filthy or vicious habit (Education Code Section 48211).
 - c. Children suffering from contagious or infectious disease or infestation (Procedure 6360, Education Code Section 48211).
 - d. Children who fail to obtain required immunizations (Procedure 6355).
 - e. Children who fail to obtain the required first grade physical exam or a signed waiver will be excluded for a maximum of five (5) days (Health and Safety Code 324.3).
4. **Duration** depends on each individual instance.

D. IMPLEMENTATION

1. **Principal** initiates procedure if child is in attendance at school; cooperates with nurse in making study and collecting data; sends letter recommending exclusion to the Placement and Appeal Office, Student Services Division, Institute for Learning; if reasons for exclusion are in C.3.a.–e., sends letter recommending exclusion to the Health Services Department, Student Services Division, Institute for Learning.
2. **Placement and appeal counselor** initiates procedure if child is not in attendance at school; takes major responsibility for case study, data collection, and parent/guardian contact; submits case report with recommendations concerning exclusion to the placement and appeal legal specialist.
3. **Health Services Department** investigates medical reasons for exclusion; submits report with recommendation concerning exclusion to the Student Services Executive Director, Institute for Learning.
4. **Placement and Appeal Legal Specialist**
 - a. If psychological examination is deemed desirable, directs psychologist to administer an individual exam to student with written permission of student's parents/guardians; incorporates findings in report.
 - b. If preliminary investigation indicates that exclusion may be considered, sends letter by certified mail to parents/guardians advising that a hearing may be scheduled before the Staff Appeal Board, provided a request *in writing* is received.
 - c. If hearing is requested, follows necessary procedures to schedule and conduct Staff Appeal Board hearing.
 - d. Forwards complete case report (with recommendations), and hearing report if applicable, to the Student Services Executive Director.
5. **Student Services Executive Director**
 - a. Reviews findings and approves or disapproves recommendations.
 - b. *If exclusion is approved*, forwards copies of report to the Deputy Chancellor for inclusion on Board of Education agenda.

- c. Sends letter to parents/guardians regarding proposed exclusion and right to meet with board.
 - (1) If meeting is requested, district staff and parent/guardian will discuss decision to exclude with Board of Education.
 - (2) Parents/guardians, at that meeting, shall have an opportunity to inspect all documents, challenge evidence, confront and question witnesses, and present oral or documentary evidence, including witnesses. Parent/guardian may designate one or more representatives to be present at the meeting.
 - d. **After board action**, returns report (with notation of board action) to the placement and appeal legal specialist.
6. **Placement and appeal legal specialist**, after report is returned, sends certified letter to parents/guardians notifying them of exclusion, and copy of letter to school involved. Notes decision; files records and copies of certified letters.

E. FORMS AND AUXILIARY REFERENCES

- 1. Immunization Program Notice of Exclusion from School Attendance, Stock Items 22-I-3005 (English), 22-I-3007 (Spanish)
- 2. CHDP First Grade Exam Notice of Exclusion from School Attendance, available from the Health Services Department

F. REPORTS AND RECORDS (Section D.)

- 1. Complete case report with notations of Board of Education action and copies of certified letters to parents/guardians, filed in the Placement and Appeal Office until student's 21st birthday.

G. APPROVED BY



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