

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Support Services

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SUBJECT: BULLETIN NO. Z-27
ENROLLMENT OF STUDENTS RETURNING
FROM JUVENILE JUSTICE FACILITIES AND
OTHER PLACEMENTS

DATE: April 24, 1998

DIVISION: Student Health and Human Services

APPROVED: SARA A. COUGHLIN, Assistant Superintendent

For further information, please call Kwasi Geiggar, Counselor, PSA Camp Returnee Program, at (213) 763-2845.

This revision replaces Bulletin No. 2, dated August 3, 1987, titled "Enrollment of Students Returning from Juvenile Justice Facilities and Other Placements," from the Student Attendance and Adjustment Services. The content and procedures have been changed to meet current needs.

I. BACKGROUND

Throughout the year, students return to this District from such court placements as probation camps, community day centers, juvenile halls, residential group homes, and the California Youth Authority. These students are referred to as "returnees" and are generally of secondary school age level. Unless exempt from compulsory school attendance, a returnee is expected to enroll in an appropriate school program.

In most instances, returning students have made satisfactory social and educational adjustments while in the placement facilities. Upon release, records are provided which reflect their social adjustment, academic aptitude, and achievement. It is important to provide support and encouragement to these returnees as they make the transition to the public school programs to which they are assigned.

Returnees who are 18 years of age or older are not to be denied enrollment in a school program solely on the basis of age. However, in making an appropriate school or program placement, school administrators may take into consideration the extent to which the student has demonstrated reasonable progress toward graduation based on current LAUSD policy regarding promotion and retention (Office of the Assistant Superintendent,

Instruction, Bulletin No. 12, dated August 14, 1979, "Promotion Policy - Grades K-12").
Accordingly:

- A. Those students whose records indicate reasonable academic progress are likely to be referred for enrollment in a regular day school or continuation high school.
- B. Those students whose records do not indicate reasonable academic progress are likely to be referred for enrollment in Division of Adult and Occupational Education (DAOE) programs or other educational options programs.

II. PROCEDURES FOR ARRANGING ENROLLMENT OF RETURNEES BY PSA PERSONNEL

- A. When contacted by probation officers, parole agents, school personnel, parents, or others regarding the enrollment of a returnee, the PSA Returnee Placement Counselor will use the following guidelines in the placement process.
 - 1. If not already received, obtain the academic and social adjustment records of the returnee.
 - 2. Confer with the returnee, the parent(s)/guardian(s), school administrators, and, if considered necessary, the probation officer or parole agent to discuss an appropriate educational program placement.
 - 3. Unless there are extenuating circumstances such as gang conflict or prior school social adjustment problems, the returnee is likely to be assigned to the school of residence or the last school of attendance.
 - 4. The assignment of a returnee to a school other than the school of residence will be made only after consultation with the involved school administrators and, if necessary, a Cluster administrator.
 - 5. Arrangements will be made for a conference involving the returnee, the parent(s) and/or the probation officer/parole agent, and the administrator or designee at the school of assignment.
 - 6. If an adult program is indicated, assistance in the enrollment process will be requested from appropriate DAOE personnel.
 - 7. Both the transcript and social adjustment report(s) will be shared with the school administrator. However, confidential records will be kept on file in the PSA office while the transcript will be retained at the school of attendance.

- B. School or program placement may be influenced by the time of year at which the returnee appears for enrollment.
 - 1. Returnees under age 16 are likely to be placed in a regular school due to the limited availability of alternative programs.
 - 2. Returnees 16 years of age and older, for whom enrollment is requested after mid-term for year-round or traditional calendar schools, will be considered for placement in Senior High School Options, DAOE, or County Community Educational Center.
 - 3. Any student identified as Special Education (current IEP on file) will be referred to the Special Education Division for proper school placement.

III. PROCEDURES FOR ENROLLMENT OF RETURNEES BY SITE ADMINISTRATORS

- A. When a returnee applies directly to a school for enrollment, with or without a parent/guardian, probation officer, or parole agent, the principal or designee will contact the PSA Returnee Placement Counselor to discuss:
 - 1. Obtaining or sharing records.
 - 2. Appropriateness of placement in that school.
- B. Following consultation with the PSA Returnee Placement Counselor, one of the following decisions will be made:
 - 1. Enrollment in the school of residence.
 - 2. Issuance of an Opportunity Transfer by site administrator to a neighboring school, with notification of placement to the Camp Returnee Program Office (white copy of PAR).
 - 3. Referral of the Returnee to the PSA Returnee Placement Counselor to arrange enrollment in an appropriate education program.
 - 4. Any student identified as Special Education, will be referred to Special Education Division for proper school placement.

**IV. INSTRUCTIONS FOR THE USE OF THE PUPIL ACCOUNTING REPORT (PAR)
FORM IN RETURNEE ENROLLMENTS**

- A. PAR forms are to be completed for **all** Returnee school placements or changes of assignment.
- B. Attention is to be given to the following in completing the PAR form:
 - 1. Returnee is to be written in the "School of Attendance" space in Section 1.
 - 2. Enrollment in the School of Residence is to be indicated by writing "District Placement."
 - 3. Enrollment in a school other than the residence school is to be recorded as a District Placement and indicated by circling the number for Opportunity Transfer and the letter for Camp Returnee.
 - 4. Any assignment other than to a regular school or DAOE Program is to be identified in Section 4 by writing "District Placement."
- C. The white (top) copy of the PAR form is to be sent to:

Camp Returnee Program
14th Street Annex
716 E. 14th Street
Los Angeles, CA 90021

**V. PROCEDURES REGARDING UNSUCCESSFUL SCHOOL PLACEMENT
EXPERIENCE**

- A. All placements of returnees are conditional, and the returnees are expected to maintain satisfactory records of behavior, achievement, and attendance.
- B. Returnees who repeatedly fail to meet the school standards are to be referred to the PSA Returnee Placement Counselor for evaluation and appropriate disposition. Such referrals are to include a report of the nature and extent of the problems associated with the placement failure.

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