

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-19</b>
<b>Subject: PLACEMENT PROCESS FOR STUDENTS FROM OUT-OF-COUNTY ALTERNATIVE PROGRAMS OR PREVIOUS EXPULSION/DISCIPLINARY REMOVAL</b>	<b>Issued: 11/20/80</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended: 3/1/18</b>

I. Policy

II. Procedures

- A. Students seeking admission to Frederick County Public Schools (FCPS) from an alternative day school, residential program, in lieu of disciplinary consequences (public or private school), or previous expulsion/disciplinary removal (public or private school) will be subject to a review of records prior to enrollment by the appropriate central office personnel designated below.
- B. The school staff shall immediately contact the Pupil Personnel Worker (PPW) when becoming aware that a student is seeking to enroll from an alternative day school, residential program, or previous expulsion.
1. If it is determined that the student received special education services, the PPW will contact the appropriate Coordinator of Special Education. The Coordinator will make contact with the student's last placement and request records. The Coordinator will contact the parent and recommend a reciprocal placement or referral to the County Individualized Education Program (IEP) Team for further review.
  2. The PPW will investigate the circumstances of the previous school placement and/or expulsion/disciplinary removal and contact involved agency or sending school staff to request records. Once records are received, the PPW will decide on the most appropriate placement for the student, contact the parent and receiving school, and facilitate enrollment.
- C. Students returning from a Department of Juvenile Services (DJS) placement of less than ninety (90) days will be directly reenrolled in their previous FCPS schools. In cases where a student is returning from a DJS placement of ninety days or longer, the DJS worker will contact the Director of Student Services who will schedule a transition meeting to review the student's needs and determine the appropriate placement.
- D. When school personnel become aware that a student is seeking to enroll following a previous expulsion/disciplinary removal from public or private school, the PPW shall be immediately notified. The PPW will investigate the circumstances of the expulsion and/or disciplinary removal and any previous school placement and contact any involved agencies or sending school staff to request records. The PPW will then recommend an appropriate school placement or honor the length of the expulsion and/or disciplinary removal.

- E. Students seeking readmission after withdrawal from an FCPS alternative program (Heather Ridge School, etc.) will be reenrolled in the same program, if they were not subsequently enrolled in a special program outside of Frederick County. Students who were subsequently enrolled in a special program outside of Frederick County will be referred to the PPW. The PPW will investigate the circumstances of the previous school placement and contact any involved agencies or sending school staff to request records. The PPW will then recommend an appropriate school placement.

Approved:

*original signed by*

---

Theresa R. Alban  
Superintendent