

## Students

### Transfer of Students: Continuation Program

A pupil may be transferred to the continuation high school when a committee at a regular high school, in conjunction with administration at the continuation high school, determines that there is a reasonable need for such a transfer, and when that transfer does not create a conflict for the continuation high school in reaching its goals. All transfers shall be made with consultation and notification of the pupil's parents.

Voluntary transfer to the continuation high school will be offered to only 16 and 17 year old pupils.

Second semester seniors will not be considered eligible for transfer to the continuation high school. No pupil will be considered eligible for voluntary transfer after April 15 of any school year.

Pupils enrolled at the continuation school may return to their regular high schools at the end of each school year or at the end of any semester when recommended by the continuation school.

### Voluntary Transfer of Students to Continuation School

A committee consisting of a school administrator, continuation administrator, the pupil and the pupil's parent or guardian shall meet to discuss the basis for a transfer of the pupil to the continuation school. This committee may be supplemented by a counselor, a nurse, school psychologist, resource specialist or any other individual who has information which might contribute to a decision regarding the best possible placement for the pupil.

It is the responsibility of this group to review all information available regarding the pupil's academic record and behavior at the high school campus.

Upon reviewing the information regarding the pupil, it will be the responsibility of the committee to determine whether continuation school is the most appropriate assignment for the pupil.

A statement affirming the transfer to the continuation school shall be signed by the school administrator, the principal of continuation school, the pupil and the pupil's parent or guardian.

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In the event that the transfer to continuation school is rejected by the pupil or the pupil's parent/guardian, the high school principal may recommend an involuntary transfer to continuation school to a committee composed of the continuation high school principal, a representative of the other high school and the Superintendent's designee.

Involuntary Transfer to the Continuation Program

In the event that the transfer to continuation school is rejected by the pupil or the pupil's parent/guardian, the high school principal may recommend an involuntary transfer to continuation school. This transfer will be reviewed by the Review Committee composed of the continuation high school principal, a representative of the other high school, and the Superintendent's designee, who will make the final decision.

The Placement Committee shall notify, in writing, the pupil and pupil's parent/guardian of the specific facts and reasons for the proposed transfer, and advise them that they may inspect all documents to be used in determining the involuntary transfer, question any evidence and witnesses, and present evidence on the pupil's behalf. The pupil may designate one or more representatives and witnesses to be present with him or her at the meeting. The pupil and pupil's parent/guardian will also be notified, in writing, of their right to meet with the Review Committee which will determine the involuntary assignment to the continuation school.

When a student is transferred to the continuation school or from continuation school to a high school in the District, the receiving school is responsible for the student's subsequent registration and attendance. The student and the parent/guardian will be notified by letter from the receiving school regarding his/her responsibility to enroll and to attend the assigned school.

## Legal Reference:

CALIFORNIA EDUCATION CODE

48400	Chapter 3. Compulsory Continuation Education, Article 1. Pupils subject to
48402	Minimum attendance requirement
48432.5	Rules and regulation for involuntary transfer of student