

StudentsInvoluntary Transfer to an Alternative Education Secondary School or Program

Before an involuntary transfer may be implemented, the school must demonstrate that it has taken appropriate steps to remediate the student's unacceptable behavior. These steps may include:

1. Counseling contacts and interventions
2. Parental notification that the student's ongoing behavior is disruptive and interferes with the operation of the school.
3. Parent meeting with the principal or designee.
4. Student Study Team/Attendance Study Team/IEP (if Special Education student)/504 accommodations.
5. Creation and implementation of behavior intervention and support plan.
6. SARB meeting/interventions for attendance issues.
7. All requests shall include a rationale and shall be submitted to the Director of Pupil Services. The review shall culminate with a final decision to make an involuntary transfer of a student to a school site or program.
8. The District Transfer Committee or SARB panel, if utilized, shall be comprised of staff members not associated with the school from which the involuntary transfer referral originates, and will be selected by the Director of Student Services. The District Transfer Committee may include, but not be limited to, representatives of Pupil Support Services, Alternative Education, school administrator(s) and may include a counselor(s), a school psychologist, and/or a school nurse.
9. When the Director of Student Services and the District Transfer Committee review the request for an involuntary transfer, they shall:
 - a. Review all written documents presented by the school.
 - b. Inform all concerned parties that a final decision will be rendered within three school days from the day of the review.

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10. Within three school days from the day of the review, the District Transfer Committee shall render a decision based on the following:
 - a. The student committed an offense as stated in Board Policy 5144 or has been habitually truant or irregular in attendance.
 - b. A review of all documents presented at the time of the meeting.
 - c. The appropriateness or timeliness of the transfer request.
11. In order to appeal a final decision, the parent/guardian shall submit a written request to the Director of Pupil Support Services specifying the reason(s) why the District Transfer Committee decision for involuntary placement should be overturned. The appeal must be submitted in writing within 15 working days of the receipt of the written decision. The Director will follow, but is not limited to, reviewing the factors enumerated above. The decision by the Director shall be final.
12. The conditions for a student's return to a regular school placement shall be included in any final decision by the District Transfer Committee to involuntarily transfer the student.
13. The Director of Student Services will forward appropriate material to the alternative school site, community day school, or alternative program. At the time the alternative school or program requests the transferred student's records, the school of attendance shall drop the student from attendance rolls and the transfer will be completed.
14. The District will not assume any responsibility for transportation of students who have been involuntarily transferred. Transportation to an alternative site/program will be the responsibility of the parent/guardian.
15. Site or program administrators will monitor the student's progress and will report to the Director of Student Services or designee(s) at the end of a six-week period.

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16. The principal or administrator of the alternative secondary school, community day school or program shall provide for an annual review of all students who were involuntarily transferred to his/her school or program and shall send his/her findings along with recommendations to the District Transfer Committee. Once a student has met the conditions for return to the regular school of attendance, the student shall be reinstated at the regular secondary school. Such reinstatement shall take place at the beginning of a semester.
 - a. The student committed an offense as stated in Board Policy 5144.

If it is determined that the student's unacceptable behavior continues even after the interventions have been in place, an involuntary transfer may be imposed.

The following procedures for an involuntary transfer request shall apply:

1. The school shall submit a request in writing to the Director of Student Services, acting as Superintendent's designee, stating the reason(s) for the involuntary transfer request along with the following information:
 - a. Copy of the student's transcript
 - b. An attendance summary
 - c. A discipline summary
 - d. Incident reports, including supportive data
 - e. Conference reports (SSTs) and interventions
 - f. Summary of principal or designee's meeting with parent and principal or designee's recommendations.
2. The school shall provide the student and/or parent/guardian with copies of all materials to be presented to the Director of Student Services. Also, the

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school will inform all parties of the opportunity to request a meeting with the designee.

3. All requests for involuntary transfers shall be made by the school principal or designee. Requests for all involuntary transfers to an alternative site, community day school or other school program shall be referred to the Director of Student Services, who will assist with its preparation for review by the District Transfer Committee. If it is determined by the Committee that the student has serious irregular attendance, the committee may refer the student directly to the School Attendance Review Board (SARB) for further action.
4. An involuntary transfer is a placement to an alternative secondary school or program, other comprehensive secondary school that is not the student's school of residence, Continuation High School, District Community Day School, or other alternative program to which the district has access and which is age appropriate.
5. All requests shall include a rationale and shall be submitted to the Director of Student Services. The review shall culminate with a final decision to make an involuntary transfer of a student to an alternative site.
6. The District Transfer Committee or SARB panel, if utilized, shall be comprised of staff members not associated with the school from which the involuntary transfer referral originates, and will be selected by the Director of Student Services. The District Transfer Committee may include, but not be limited to, representatives of Student Services, Alternative Education, school administrator(s), counselor(s), a school psychologist, and/or a school nurse.
7. When the Director of Student Services and the District Transfer Committee review the request for an involuntary transfer, they shall:
 - a. Review all written documents presented by the school.

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- b. Inform all concerned parties that a final decision will be rendered within three school days from the day of the review.
8. Within three school days from the day of the review, the District Transfer Committee shall render a decision based on the following:
 - a. The student committed an offense as stated in Board Policy 5144 or has been habitually truant or irregular in attendance.
 - b. A review of all documents presented at the time of the meeting.
 - c. The appropriateness or timeliness of the transfer request.
9. In order to appeal a final decision, the parent/guardian shall submit a written request to the Director of Secondary Education specifying the reason(s) why the District Transfer Committee decision for involuntary placement should be overturned. The appeal must be submitted in writing within 15 working days of the receipt of the written decision. The Director will follow, but is not limited to, reviewing the factors enumerated above. The decision by the Director shall be final.
10. The conditions for a student's return to a regular school placement shall be included in any final decision by the District Transfer Committee to involuntarily transfer the student.
11. The Director of Student Services will forward appropriate material to the alternative education secondary school/program. At the time the alternative secondary school/program requests the transferred student's records, the school of attendance shall drop the student from attendance rolls and the transfer will be completed.
12. The District will not assume any responsibility for transportation of students who have been involuntarily transferred. Transportation to an alternative site/program will be the responsibility of the parent/guardian.

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13. Site or program administrators will monitor the student's progress and will report to the Director of student Services or designee(s) at the end of a six-week period.
14. The principal or administrator of the alternative education secondary school or program shall provide for an annual and/or semi-annual review of all students who were involuntarily transferred to his/her school or program and shall send his/her findings along with recommendations to the District Transfer Committee. Once a student has met the conditions for return to the regular school of attendance, the student shall be reinstated at the regular secondary school. Such reinstatement shall take place at the beginning of a semester.

Legal Reference:

EDUCATION CODE

48432.5 Involuntary Transfer of Pupils to Continuation School

Lompoc Unified School District
Adopted: 5/15