

CAMBRIAN SCHOOL DISTRICT

Board Policy

Policy 5118

Adopted: June 11, 2002

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PUPILS

Transfer of Students to An Alternative Placement

Transfer of Students to an Alternative Placement. Students may be transferred to an alternative class or another program on a voluntary or involuntary basis.

Voluntary Transfer

When the administrator, parent or guardian, determines that another class placement is in the best interests of the student, a request may be made for a transfer. Any voluntary transfer must be approved by the Superintendent or the Superintendent's designee. Any student who voluntarily transfers may return to the regular school program at the beginning of the following semester or school year with the approval of the Superintendent or the Superintendent's designee.

Involuntary Transfer

Students may be involuntarily transferred to another class when other means fail to bring about a change in the student's behavior, academic progress, or when the student commits an act which indicates that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.

The principal, Superintendent, or Superintendent's designee may recommend students for involuntary transfer for any serious offenses, irregular attendance, habitual truancy, poor academic performance, or disruptive behavior (in or out of the classroom).

Due Process

In the case of any involuntary transfer, the following due process will be followed:

- A. *Notice.* Prior to a student's transfer to another class placement, the student and the student's parents may meet with the Superintendent, or the Superintendent's designee, and the site administrator if requested by the parent. Notice shall be given to the student and the parent or guardian informing them of the time and place of the meeting to review the appropriateness of such a transfer.

- B. *Basis for Transfer.* At a meeting designed for this purpose, the student's parent or guardian shall be informed of the specific facts and the reasons for the proposed transfer and shall have the opportunity to inspect all documents relied upon, question any evidence or witnesses presented, and present evidence on the student's behalf. The student's parents may designate one or more representatives and witnesses to be present at that meeting.
- C. *Decision.* The decision to transfer shall be in writing, stating the facts and reasons for the decision, and sent to the student and the student's parent or guardian. It shall indicate whether the decision is subject to periodic review and the procedure thereof.
- D. *Terms of Transfer.* A transfer may extend beyond the end of the semester following the semester during which the acts leading directly to the transfer occurred. If such transfer occurs, the student and the student's parent or guardian shall be informed of their right to annual review of the involuntary transfer.
- E. *Annual Review of Decision.* The involuntarily transferred student or the student's parent or guardian may, after one year and annually thereafter, request in writing a review of the transfer. The request for review shall be submitted to the Superintendent or the Superintendent's designee. The review shall be conducted pursuant to the same procedure utilized for the initial involuntary transfer.