

**Continuation Education**

Involuntary Transfer

1. Involuntary transfers may be made for the following reasons:
  - a. Committed an act enumerated in Section 48900.
  - b. Has been habitually truant or irregular in attendance from instruction upon which he/she is lawfully required to attend.
2. An involuntary transfer requires the following procedures:
  - a. Principal or vice principal will attempt to meet with the parent/guardian of the student to inform them of the intent and reasons to recommend the transfer of the student to continuation school.
  - b. Written notice shall be given to the student and the student's parent/guardian informing them of the opportunity to request a meeting with a designee (Director of Curriculum) or the district Superintendent prior to the transfer.

At the meeting, the student and the student's parent/guardian:

- (1) Shall be informed of the specific facts and reasons for the proposed transfer.
  - (2) Shall have the opportunity to inspect all documents relied upon.
  - (3) Shall have the opportunity to question any evidence and witnesses presented.
  - (4) Shall have the opportunity to present evidence on the student's behalf.
  - (5) Shall have the opportunity to designate one or more representatives and witnesses to be present with him/her at the meeting.
- c. The final decision to transfer shall be made by the Superintendent's designee. It will be in writing, stating the facts and reasons for the decision, and sent to the student and the student's parent/guardian.
  - d. Time frame for involuntary transfer to continuation:
    - (1) The decision will be made at least ten (10) days from the date the parents/guardians receive notification.
    - (2) The parent/guardian must request the meeting with the Director of Curriculum within seven (7) days from the receipt of notification of the recommended transfer.
  - e. Yearly review

Once each semester a student and/or the student's parents/guardians may request that the student be allowed to reenroll in Corcoran High School. Such a request may be submitted during the last six (6) weeks of the student's first full semester at continuation school or any semester thereafter.

The request is to be submitted in writing to the continuation school principal. The continuation principal shall forward the request to the curriculum director with his/her approval or denial. Such recommendation shall be supported by a report which includes the student's attendance, academic progress, classroom behavior and general conduct.

The Assistant Superintendent-Curriculum shall respond to the request within twenty (20) working days after receiving the request from the continuation school principal.

**Continuation Education**

3. Parents/guardians may voluntarily accept the recommendation of the school principal (or the vice principal) to transfer their child to the continuation school program. This will require documentation that the parents/guardians know the reason for the recommended transfer and that they are the ones requesting it.

A student who has voluntarily transferred to a continuation school shall have the right to return to the regular high school at the beginning of the following school year and with the consent of the designee of the district Superintendent may return at any time.

**Minimum Attendance Requirement**

Each student in the continuation education program shall attend classes for not less than four (4) sixty-minute hours per week for the regular school term. The requirement may be met by attendance in a continuation education class and/or regional occupational center or program. (Education Code 48400)

If a student subject to compulsory attendance in continuation education classes cannot give satisfactory proof of regular employment, the student shall attend continuation education classes and/or a regional occupational center or program for not less than fifteen (15) hours per week. (Education Code 48402)

**Legal References:**

None