
SUNSET HIGH SCHOOL (CONTINUATION PROGRAM)

ADMISSION/TRANSFER

Students will be placed in Sunset High School and/or returned to the comprehensive high school only after it is determined by administration that it is in the best interest of the student and the school.

I. VOLUNTARY TRANSFER

- A. A pupil, with the concurrence of the administration, may transfer voluntarily to Sunset High School in order to receive special attention, such as individualized instruction.
- B. Prior to recommending enrollment at Sunset High School, the referring administration will make a thorough study of the student's case which includes review of the cumulative folder and information from teachers.
- C. The administration of the sending school will arrange a conference with the student and his/her parent(s) to review the case. Both the student and his/her parent(s) should clearly understand the reason for the request or referral.
- D. The administration of the sending school will contact the Sunset High School administration and make available for their review a copy of the transcripts and other pertinent data.
- E. If the student is recommended for enrollment, a conference will be arranged with the referred student and parent(s) and the principal at Sunset High School to complete registration.

II. INVOLUNTARY TRANSFER

Students eligible for continuation education classes shall be 16 years of age or older and shall not have graduated from high school.

A decision to transfer a student involuntarily into continuation education classes shall be based on a finding that the student meets the following conditions:

The student committed an act enumerated in Education Code 48900.

Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. The student has been habitually truant or irregular in legally required school attendance resulting in academic credit deficiency and/or unsatisfactory academic achievement.

Prior to an involuntary transfer, the student and parent/guardian shall be afforded the opportunity to meet with the school administrator of the referring school, shall be informed in writing of the specific facts and reasons for the proposed involuntary transfer, and shall be given written notice that they may request a meeting with the superintendent's designee prior to the involuntary transfer.

At the meeting, the student or parent/guardian shall be informed of the specific facts and

reasons for the proposed transfer. The student or parent/guardian shall have the opportunity to inspect all documents relied upon, question any evidence and witnesses presented, and present evidence on the student's behalf. The student may designate one or more representatives and witnesses to be present with him/her at the meeting.

The persons making the final decision for involuntary transfer shall not be members of the staff of the school in which the student is enrolled at the time.

No involuntary transfer to a continuation school shall extend beyond the end of the semester following the semester when the acts leading to the involuntary transfer occurred.

III. RETURN TO THE COMPREHENSIVE HIGH SCHOOL

The Sunset High School student may petition the administration for readmission to the comprehensive high school at the end of any semester. The following procedures will apply in considering transfer requests:

1. The administrators will review together students considered for return to the regular school.
2. Requests for readmission will be considered on an individual basis.
3. Students recommended for return to the comprehensive school will enroll at the beginning of a semester.
4. A parent conference will be held by the receiving school if and when it is deemed appropriate.
5. Sunset High School will send the cumulative folder and permanent record to the receiving school on request.

ENROLLMENT PROCEDURES

1. The sending school will notify the Sunset High School principal to verify placement of the potential student.
2. If the student is accepted, the sending school will process the referral form. The referral will be signed by the principal, assistant principal, counselor and parent. A copy of the student's transcript, BSA scores and immunization records will be delivered with the referral.
3. The sending school will DROP the student from the data processing system (including attendance) only after being approved by the principal.
4. The registrar will mail the cumulative record to Sunset High School.
5. The student will report to the principal of Sunset High School.
 - a. Principal or designee enrolls student.
 - b. Principal or designee sends pink copy of referral form to registrar of sending school.
 - c. Principal or designee enters student's name into the school's register.
 - d. Principal or designee determines student's program.

NOTIFICATIONS

Notifications shall be sent to parents/guardians at the beginning of each year describing all current statutory attendance options and local attendance options available in the District including:

1. All options for meeting residency requirements for school attendance.
2. Program options offered within local attendance areas.
3. A description of any special program options available on both an inter-district and intra-district basis.
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied.
5. A District application form for requesting a change of attendance.
6. The explanation of attendance options under California law as provided by the California Department of Education.