

Administrative Safety and Transfer Committee Procedure

Committee Members: Shaunece

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It is the responsibility of the District Administrative Transfer and Safety Committee to determine the most appropriate course of action including approving the administrator's request for an alternative to suspension (when the behavior is not a level 4 infraction) and requests for administrative transfers. The committee is responsible for providing a recommendation to the request made. If the committee approves a transfer they will need to make a recommendation for school placement. If the transfer is not approved the building principal will be contacted and recommendations may be included.

The following information will be provided to the committee from the student's current **Building Administration(s)**:

- Provide the following information in a Google Document/Folder shared with Administrative Safety & Transfer Committee
 - **Step One:** [Complete the Administrative Safety & Committee Transfer Form](#)
 - **Step Two:** Provide a Google document/folder with the following information
 - Student name
 - MTSS Information
 - Data on student progress
 - Check and Connect information
 - Interventions completed or in progress based on area of concerns
 - Student Behavior Plan
- Summary of academic and behavior progress
- Summary of discipline reports that are leading to the request
 - Most current discipline incident form
- Summary of student's records (enrollment, attendance, suspensions in school/out of school, other pertinent information)
- Indicate if the student has been referred for a special education evaluation or 504
- Video of the incident if applicable

Administrative and Transfer Committee

- Review the information provided from the student's current building principal
- Review current enrollment in buildings
- Discuss the financial implications on the district (transportation costs)

- Discuss potential next steps if approved or not approved
- Make a final determination and prepare a response if the transfer is approved or not approved
- Provide committee's decision back to the student's home school building principal
- Provide a response to incoming building principal
- The building principal will not be part of the review committee if a current student in their building

Current Building Administration:

- If not approved,
 - Review the recommendations from the committee
 - Meet with your building MTSS team and review level 3 interventions and revise/complete behavior plan
 - Meet with the classroom teacher(s) and support staff
- If approved,
 - Contact building principal and discuss a transition plan
 - Complete a transportation form and submit
 - Contact the family and discuss the plan
 - Have the building secretary end the enrollment and have her contact the new school to enroll the student based on transition plan

Incoming Building Administration

- Phone conference with the principal from the student's current school, if needed
- Review the behavior plan and other information provided
- Meet with classroom teacher(s) and support staff
- Get the student aligned to a peer buddy, building mentor, and check/connect
- Determine a date for a Welcome Meeting with the student and parents/guardians
- Reach out to student/family to introduce yourself and set up meeting