

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: STUDENT TRANSFERS

ADOPTED: August 21, 2003

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">206. STUDENT TRANSFERS</p> <p>In some cases the enrollment of a student at the school may become inappropriate. The sending school, the Carbon Career & Technical Institute, the parent or the student may initiate action that may result in either the student's transfer to an alternate vocational-technical school program or a transfer to the sending high school.</p> <p><u>Student And/Or Parent Initiated Transfers</u></p> <p>Whenever appropriate openings are available, students shall be transferred to alternate school programs given approval of the Principal and the parent. Transfers to the sending high school shall take place only with the approval of the parent and the appropriate sending school personnel.</p> <p><u>Carbon Career & Technical Institute Initiated Transfers</u></p> <p>Carbon Career & Technical Institute initiated transfers to alternate programs or to the sending high schools shall be for one (1) or more of the following reasons:</p> <ol style="list-style-type: none"> 1. Behavior that consistently interferes with the learning of the students. 2. Conduct that endangers the safety and/or health of the student or others. 3. Inability or unwillingness to succeed in his/her program. Any student who receives an overall failing grade in one (1) school year will not be allowed to return to the same program for the following year. Failed students shall be admitted to a new program only after all interested first-time applicants are placed in the program. 4. An attendance record that shows an excessive rate of unexcused absences or tardiness.
--	--

In all cases where the school recommends either a transfer to an alternate vocational program or a transfer to the sending high school the following guidelines shall be applied:

1. Such transfers will result only when all other internal alternatives and procedures have been exhausted or deemed inappropriate.
2. Such transfers shall not be made unless parents have received prior written notification of the reasons for the pending transfer. (i.e. unsatisfactory notices, attendance check requests, pertinent comments on preceding report cards, non-return letters, etc.)
3. Such transfers shall not be made unless the parent has been provided with the opportunity for a school/parent conference.

The school reserves the right to transfer students to alternate vocational programs given one or more of the reasons outlined above. Procedural guidelines as listed must be followed. Such transfers must have the approval of the Principal.

Recommendations for transfers to the sending school shall require the approval of the Principal and appropriate sending school personnel. In cases where transfer to the sending high school is recommended by the school and the sending school does not concur, the case shall be referred to the Joint Operating Committee for final action.

Sending School Initiated Transfers

Since sending school policies and procedures differ, it is not possible to list all reasons for such transfers, whether it be during the school year or at the end of the school year.

Participating districts shall follow their established procedures and policies in all such cases and fully communicate with the Carbon Career & Technical Institute.

School Code
1310