

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PUPILS

TITLE: STUDENT TRANSFERS

ADOPTED: August 21, 2003

REVISED: May 18, 2006

	206. STUDENT TRANSFERS
1. Purpose	In some cases the enrollment of a student at the school may become inappropriate. The sending school, the Carbon Career & Technical Institute, the parent/ guardian, or the student may initiate action that may result in either the student's transfer to an alternate school program or a return to the sending high school.
2. Guidelines	<p><u>Student and/or Parent/Guardian Initiated Transfers</u></p> <p>Whenever appropriate openings are available, students shall be transferred to an alternate school program, given approval of the CCTI Principal and the parent/guardian. Transfers to the sending high school shall take place with the approval of the parent/guardian and the appropriate sending school personnel.</p> <p><u>Carbon Career & Technical Institute Transfers</u></p> <p>Carbon Career & Technical Institute initiated transfers to an alternate school program or to sending high school shall be implemented for one or more of the following reasons:</p>
Pol. 218	<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 shall not return to the same program the following year. Furthermore, that student shall be required to reapply to the school, meet with school officials, and may be placed under a performance contract prior to readmission. Readmission shall not be automatic. Failed students shall be admitted to a new program only after all interested first-time applicants are placed in the program.
Pol. 204	<ol style="list-style-type: none"> 4. An attendance record that shows an excessive rate of unexcused absences, credit denial has been implemented, and student graduation is in jeopardy.

	<p>In all cases where the school recommends either a transfer to an alternate program or a transfer to the sending high school the following guidelines shall be applied:</p> <ol style="list-style-type: none">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 the parents/guardians 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, nonreturned letters, etc.3. Such transfers shall not be made unless the parent/guardian has been provided with the opportunity for a school/parent conference. <p>Carbon Career & Technical Institute reserves the right to transfer students to alternate school programs given one or more of the reasons outlined above. Procedural guidelines as listed shall be followed.</p> <p>Recommendations for transfers shall require the approval of the principal and the 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.</p>
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