

Community School Site Transfer Policy

Effective July 1, 2009 student transfers will only occur from teacher to teacher.

To transfer a student

1. The administrator from the transferring site will contact the administrator from the receiving site to schedule a date, time, and teacher for the transfer. The transfer should be scheduled to take place within two days of the initial contact between the administrators.
2. Transferring teacher will contact receiving teacher by email and provide the following:
 - a. Student name and ID number. (and parent names and current contact information if different from information on Aries.)
 - b. Suggested initial course offering with grade and course levels if enrolling in independent study.
 - c. Any pertinent information.
3. Student remains enrolled with transferring teacher until receiving teacher has confirmed that enrollment was successful. The transferring teacher keeps the student file until the transfer is completed. The student should continue to attend until a transfer date, time and site can be determined whenever possible.
4. Receiving teacher communicates successful enrollment and requests student file from transferring teacher along with confirmed transfer dates.

If the student is on third step, and does not meet the transfer requirement within the two day transfer window, the student will be dropped. If the student is not on third step, the transferring teacher continues to implement the step process and drop when appropriate.

OFFICE OF LARRY E. REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS
DRAFT

DATE: May 3, 2004

TO: Community School Personnel

FROM: Jeanne Hughes

SUBJECT: Change in the Re-Act Policy

Community school policy has always been that no eligible student requesting enrollment will be refused, regardless of enrollment history with community school. Even though this philosophy is still the framework of our program, additional accountability measures on the part of the student need to be practiced to help students as they make decisions regarding their educational future.

For students who have been dropped or placed on dormant status due to poor attendance, performance or behavior, consideration for re-enrollment will be granted if the following conditions occur:

- Parent and student must come in and meet with the enrolling teacher at the time the week one assignment is given. At this time, the parent, student and teacher should discuss why the student is now ready to be accountable and attend school regularly. (phone appointments?)
- The student completes a week one assignment if required by the enrolling teacher. The assignment needs to be done to the teacher's satisfaction (complete in its entirety and at least 70% or better).
- What about classroom?
- In lieu of a week one assignment, the teacher may assign a shorter assignment (one to two days) and schedule an appointment accordingly.
- The assignment needs to be turned in on or before the date and time it was due (no excused absences).
- The student stays on step 3 until he/she successfully completes a set amount of work with satisfactory attendance, behavior or performance.