

# **TRANSFER POLICY**

## **STUDENT TRANSFER**

If a child is transferring to another school during the course of the year, please inform the teacher and the principal in writing, at least 2 weeks in advance so that the report card and other pertinent information can be made ready for transfer. All records are forwarded to the new school by the school office upon notification from the new school. Pre-paid tuition is refundable in excess of \$100.00.

## **RECOMMENDED TRANSFER**

Students clearly unable to profit from St. Rose School by reason of exercised ability or inability, serious emotional instability, or parental attitude which is a variance with the school's philosophy will be urged to transfer to another school when:

- It has been determined that other schools or agencies have facilities to assist such a student.
- There has been sufficient discussion with the parents concerning the child's condition.
- Parents are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school. Parental interference in matters of school administration and abusive language toward principal, pastor, teachers, or school personnel are reasons for recommending a transfer.

## **RECOMMENDED TRANSFER OF STUDENTS BECAUSE OF PARENTAL BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parents. However, the principal and pastor may recommend transfer of a student when parents are consistently uncooperative and conduct themselves in a manner that is disruptive to the harmonious relationships of the school. Parental interference in matters of school administration and abusive language toward principal, pastor or teachers are some of the reasons for recommending a transfer.

After reasonable effort to elicit parental cooperation, the principal and pastor may recommend transfer in accord with the terms and procedures set down in the Diocesan Handbook.

If parents refuse to accept the recommended transfer, the following procedures shall be followed as in cases of disciplinary expulsion:

- (a) notification
- (b) conference
- (c) written documentation