

STUDENT WITHDRAWAL FROM SCHOOL

Withdrawal of Students

The Board of Education recognizes that, while State law requires attendance of each student from six (6) years of age, or five (5) years of age if enrolled in kindergarten, and not formally withdrawn, until eighteen (18) years of age or graduation if under the age of eighteen (18) years of age, it is in the best interest of both students and the community that they complete their educational program. Graduation from high school will equip students with skills necessary that will increase their chances for a successful and fulfilling life beyond the schools.

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent/guardian and in compliance with state law.

A Student's enrollment shall be considered to cease on the date on which any of the following occur:

- (1) The District receives documentation from a parent terminating enrollment of the student;
- (2) The District is provided documentation of a student's enrollment in another public or nonpublic school;
- (3) The student, without a legitimate excuse, is continuously absent from school for a period of one hundred five (105) consecutive hours of learning; or
- (4) The District is required to do so for another reason pursuant to and in compliance with State law.

A child under the age of six (6) years and enrolled in kindergarten is deemed to be of compulsory school age unless the student's parent or guardian, at the parent or guardian's discretion and in consultation with the student's teacher and principal, believe that it is in the best interest of student to formally withdraw the student from kindergarten.

Whenever a student eighteen (18) years of age or older chooses to withdraw, efforts should be made to determine the underlying reason for such action and the District should assist the student in reaching his or her career goals by use of the following methods:

1. Make exit interviews available to any student choosing to withdraw;
2. Assist the student to define his or her own educational life goals and help plan the realization of those goals;
3. Inform the student of alternative programs;
4. Advise the student of his or right to return to school prior to his or her twenty-second (22nd) birthday; and

5. Provide for the return of all District owned supplies and equipment in the possession of the student.

Students over the age of eighteen (18) are no longer of compulsory school age and are no longer subject to the jurisdiction of the Cuyahoga County Juvenile Court. The Board has determined that such students may, at the discretion of the Chief Executive Officer, be withdrawn from school following unexcused absence from school in excess of seven consecutive school days, ten or more school days in one month, or fifteen or more school days in one school year. Prior to any action to withdraw such students from school the principal must document that substantial and reasonable efforts have been made to contact the student and the student's family to ascertain the reasons for the student's nonattendance. Only if such efforts have failed to result in the return of the student to school, shall the principal proceed to withdraw the student who is over the age of 18. Should the student return to school, after his/her withdrawal, the principal shall immediately re-enroll the student in school.

Documentation of Withdrawals

Schools must ensure proper documentation is received and recorded in order for any student to be withdrawn from school. Documentation for all student withdrawals shall be kept in the students' files.

Hard copies of documentation supporting the withdrawal of the student must be kept in the student's file. Such documentation shall be consistent with State and Federal law. It shall also comply with the requirements contained in the Education Management Information System (EMIS) manual provided by the Ohio Department of Education, as amended. The Chief Executive Officer shall provide guidance to principals to the type and nature of the documentation required as well as a withdrawal form for use by school personnel.

Once the required documentation has been received, the principal shall sign the withdrawal form as referenced above and submit it to the District's Attendance Office for compliance review. The ADM/Attendance Office will forward the documentation to the Office of Student Assignments for processing. A copy of the withdrawal form shall be kept in the student's file and a copy on file in the ADM/Attendance Office.

The withdrawal of students placed in the custody of the Ohio Department of Youth Services, when applicable, shall be made by the appropriate staff identified by the Chief Executive Officer.

Documentation, including, but not limited to, copies of court orders or communication from the Ohio Department of Youth Services shall be retained in a manner prescribed by the Chief Executive Officer.

The withdrawal of students placed in the custody of a juvenile detention facility or a community-based correctional facility, when applicable, shall be made by the appropriate staff identified by the Chief Executive Officer. Documentation, including, but not limited to, copies of court orders or communication from the applicable facility shall be retained in a manner prescribed by the Chief Executive Officer.

The withdrawal of students placed in the custody of a residential treatment facility, when applicable, shall be made by the appropriate staff identified by the Chief Executive Officer. Documentation, including, but not limited to, copies of court orders or communication from the applicable facility shall be retained in a manner prescribed by the Chief Executive Officer.

The withdrawal of students due to nonattendance at school on account of truancy shall be made by the appropriate staff identified by the Chief Executive Officer. Documentation, including, but not limited to, copies of an adjudication order from the Cuyahoga County Juvenile Court finding the student to be an unruly child for habitual truancy or a delinquent child for chronic truancy, shall be required prior to a student under the age eighteen (18) being withdrawn due to truancy. Such documentation shall be retained in a manner prescribed by the Chief Executive Officer.

The Chief Executive Officer shall develop a procedure to withdraw a student from a school if the student, without a legitimate excuse, is continuously absent from school for a period of one hundred five (105) consecutive hours of learning. This procedure shall require signed documentation of the student's continuous unexcused absences be maintained and placed in the student's cumulative record.

Expulsions

In accordance with Board Policy JG: Student Discipline/Student Code of Conduct, the Chief Executive Officer shall initiate expulsion proceedings against a student whom commits an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to expel. Any resulting expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

The withdrawal of student expelled pursuant to Board Policy JG shall be made by the appropriate staff identified by the Chief Executive Officer. Documentation, including, but not limited to, copies of the determination by the District's Office of Hearings and Appeals shall be retained in a manner prescribed by the Chief Executive Officer.

Notifications to Ohio Bureau of Motor Vehicles and the Cuyahoga County Juvenile Court

The Chief Executive Officer or his/her designee shall provide written notice to the Registrar of Ohio Bureau of Motor Vehicles and the Cuyahoga County Juvenile Court

when a student of compulsory school age has withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent. This notification, made in accordance with Section 3321.13 of the Revised Code, to the Ohio Bureau of Motor Vehicles and the Cuyahoga County Juvenile Court shall be made within two weeks after the student's withdrawal.

The Chief Executive Officer shall ensure that proper procedures are established so that notification of the Ohio Bureau of Motor Vehicles and the Cuyahoga County Juvenile Court complies with section 3321.13 of the Ohio Revised Code.

After receiving such notice from the District, the Registrar of the Ohio Bureau of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued to that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches eighteen (18) years of age or until the denial of driving privileges is terminated for another reason allowable under State law.

In compliance with State law, a student whose driving privileges have been denied can file a petition with the Juvenile Court seeking reinstatement of driving privileges.

Records Retention

Any and all such documentation required by the District pursuant to this policy and/or to State and Federal law shall be maintained in accordance with the District's record retention schedule adopted by the District's Records Commission.

Administrative Guidelines

The Chief Executive Officer shall develop administrative guidelines for withdrawal from school and as otherwise directed by this policy. Such guidelines shall include procedures to ensure enrollment occurs in another Ohio community school, STEM school, or school district.

[Adoption date: March 25, 2014; amended August 19, 2014]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g
ORC 3319.321
3321.13
3331.01; 3331.02; 3331.04; 3331.06 through 3331.09; 4510.32