

WITHDRAWAL FROM SCHOOL

No pupil shall be permitted to withdraw from school except for the following reasons:

- A. Graduation from high school.
- B. Attainment of age eighteen (18).
- C. Attainment of age sixteen (16) with an age and school certificate issued under current state and school board regulations.
- D. Transfer to another appropriate educational placement.
- E. Change of residence of the parent(s) as defined by O.R.C. §3313.64 from an attendance area or the school district.

When withdrawing from school, pupils shall turn in textbooks and any other property belonging to the Board of Education, pay all fees or other money due, and provide information relative to the receiving school. Upon receipt of a signed parent release, appropriate records will be sent to the receiving school by the building principal.

All student records shall be processed in accordance with Board of Education Policy 6.20.

In special or unusual circumstances, the Superintendent of Schools will specify the actions to be taken.

Loss of Driving Privileges

The Board of Education affirms that, while the law requires the attendance of each student until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with state law.

When the Superintendent receives information that a student of compulsory school age has withdrawn from school, the Superintendent shall, within two (2) weeks after the withdrawal, notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court. Such notification is not necessary if a student has withdrawn because of a change of residence, or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the Registrar of Motor Vehicles and the Juvenile Judge must be in writing and comply with any rule adopted by the registrar. Such notification should include the name, address, birthdate, and school the student attends. If the Superintendent determines that an error has occurred, the Registrar of Motor Vehicles and the Juvenile Court shall be notified immediately.

After receiving such information from the Superintendent, the Registrar 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 for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges shall remain in effect until the student reaches eighteen (18) or until the denial of driving privileges is terminated for another reason allowable under the Ohio law.

In compliance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he/she resides alleging that the notice given to the registrar was in error or that the loss of driving privileges will result in substantial hardship.

Student Withdrawal Procedures

The local Superintendent or his/her designee shall develop administrative guidelines for withdrawal from school which:

- A. Ensure that proper procedures are established so that notification of the Registrar of Motor Vehicles and the Judge of the Juvenile Court complies with the provisions of O.R.C. §3321.13(B)(1).
- B. Make counseling services available to any student who wishes to withdraw.

School membership should be considered as continuous and on-going. A pupil should be considered as a member of a class or school until he/she officially withdraws in accordance with authorized reasons.

Student Withdrawal, Transfer, Transfer and Storage of Student Records

When a student transfers to a new school district, a copy of the permanent record folder will be forwarded to the receiving school. A record of such transfer will be noted on the permanent record card. No high school transcripts will be sent until all financial obligations have been met. Health records will also be sent.

At all grade levels, the principal will review the contents of the cumulative record folder and update information to be recorded prior to forwarding records to the receiving school. A withdraw checklist shall be completed and placed in the folder.

The cumulative record card of withdrawn students will continue to be filed and stored.

ELEMENTARY

PROCEDURE - WITHDRAWING STUDENTS

<u>RESPONSIBILITY</u>	<u>DATE COMPLETED/INITIALED</u>
1. Student must have written withdrawal slip signed by all teachers. (Homeroom teacher only at Lincoln and S. C. Dennis)	_____
2. Put withdrawal date on folder	_____
3. Remind student to check if all fees paid or contact parent	_____
4. Record withdrawal dates, etc. on permanent record	_____
5. Send transcripts upon request	_____
6. Change totals on tally sheet	_____
7. Drop name from homeroom list; add name to withdrawal tally sheet	_____
8. Check for all completed items and file in the "out" file	_____

HIGH SCHOOL

PROCEDURE - WITHDRAWING STUDENTS

<u>RESPONSIBILITY OF</u>	<u>INITIALED/ DATE COMPLETED</u>	<u>RESPONSIBILITY</u>
1. Counselor	1. _____	1. Students must have written withdrawal slip signed by all teachers and staff.
2. Counselor	2. _____	2. Prepare drop out form (completely).
3. Counselor	3. _____	3. Put withdrawal date and reason on attendance card and folder.
4. Counselor	4. _____	4. Make sure blue transfer (dropout) sheet is in front of folder.
5. Counselor	5. _____	5. Remind student to check gym locker and home ec. locker, all fees paid, etc.
6. Secretary	6. _____	6. Record withdrawal dates, etc. on permanent folder and give to Principal for tally changes.
7. Secretary	7. _____	7. Send transcripts upon request.
8. Principal	8. _____	8. Change totals on tally sheet.
9. Principal	9. _____	9. Change totals on class schedule form.
10. Principal	10. _____	10. Drop name from homeroom lists; add name to W/D tally sheet.
11. Secretary	11. _____	11. Check for all completed items and file in the "out file".

TORONTO CITY SCHOOL DISTRICT
REPORT OF UNAUTHORIZED WITHDRAWAL

DATE _____ DISTRICT/BUILDING _____

STUDENT DATA

NAME _____ PHONE _____

ADDRESS _____
STREET CITY STATE ZIP

BIRTHDATE _____ AGE _____ GRADE _____ SEX _____

LAST DATE OF ATTENDANCE _____

PARENT/GUARDIAN DATA

NAME _____
CUSTODIAL PARENT/GUARDIAN RELATIONSHIP

ADDRESS _____
STREET CITY STATE ZIP

PHONE _____
HOME BUSINESS

CUSTODY DISPOSITION (IF APPLICABLE) _____

SCHOOL INTERVENTION DATA

___ STUDENT CONFERENCE	___ INTERVENTION TEAM REFERRAL
___ PARENT CONFERENCE	___ ATTENDANCE REFERRAL
___ STUDENT COUNSELING	___ PSYCHOLOGICAL REFERRAL
___ OWA/OWE PLACEMENT	___ EDUCATIONAL OPTIONS
___ ALTERNATIVE PLACEMENT	___ VOCATIONAL ASSESSMENT
___ OTHER _____	

REQUEST FOR NOTIFICATION OF BMV AND JUVENILE COURT

Having followed the local Board of Education policy on unauthorized withdrawal by a student in our district; and having taken the above intervention steps without success, to prevent such withdrawal; and having verified that the student has been withdrawn, without proper authorization, for a period of two weeks; I therefore give notification to the Registrar of Motor Vehicles and the Judge of the Jefferson County Juvenile Court that will bring about the suspension of the driver's license of _____ who is a student of the Toronto City School District.

(Student's Name)

SIGNED _____

POSITION _____

DISTRICT _____

DATE _____