

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.

Upon withdrawal from school, student records shall be completed and closed. The reason for withdrawal shall be indicated, and the new address, if known, shall be entered.

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.

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

When a student wishes to withdraw from school on an age and schooling certificate, every effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without permission from the Superintendent or designee, the written consent of a parent, and in compliance with State law.

Whenever a student withdraws from school a report is to be submitted to the Superintendent or designee by the principal:

- A. date and school;
- B. reasons for withdrawal;
- C. alternatives recommended to the student, if withdrawal on an Age and Schooling Certification;

- D. verification of last address and anticipated address;
- E. follow-up actions, if any, by District staff.

Upon notification by the parent that a student is transferring out of the District, the school shall use a procedure that ensures the items on the appropriate check-out form are properly completed.

- A. A parent signs the necessary release forms and a copy is placed in the student's cumulative record.
- B. The student's name is taken off the class list, and a memo is sent to appropriate personnel notifying them of the transfer.
- C. The student's cumulative record is completed by teachers and counselors and sent to the school's Custodian of Records (COR).
- D. The principal arranges for the proper delivery of the student's records to the receiving school.
- E. If, after ten (10) school days, no receiving school has requested the student's records, the principal shall notify the Coordinator of Related Services who will notify the police and file a missing child report.
- F. In the case of a special education student, the Coordinator of Special Education shall also be notified of the transfer, date of transfer, and the receiving school or agency.
- G. If the student transfers when school is not in session, the building principal shall complete the process as soon as possible.

Loss of Driving Privileges

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.

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 or designee receives information that a student of compulsory school age has withdrawn from school, the Superintendent or designee 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 or designee 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 or designee, 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.

LEGAL REFS: O.R.C. §3321.13

Adopted: July 18, 2006