

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: JEA-RA, JEA-EA, JEB-RA, JEE, JEE-RA

Office: Deputy Superintendent of Schools

Student Withdrawals from Classes

I. PURPOSE

To establish procedures for student withdrawals from classes, Grades 9-12

II. PROCEDURES

- A. School-initiated withdrawal of a student from a class may occur if the student (1) frequently or seriously disrupts class activities or (2) gives evidence that placement has been in a course for which the student is not adequately prepared. The school staff should make every attempt to assist the student to adjust to the course requirements before recommending withdrawal through conferences with the student, the parents (guardians), and the teachers involved and through utilizing, if appropriate, the Educational Management Team process. The principal will make the final decision based on the information available.
- B. Student-initiated withdrawal may occur when the student and parents (guardians) determine that withdrawal will be beneficial to the student. When students have reached the age of majority, the student's withdrawal must be reviewed by the counselor and may be discussed with the parents. The student's withdrawal request must be approved by the parents (guardians) in writing, reviewed by the counselor, and discussed with the student to assure there is understanding of possible delay in meeting graduation requirements that may result if the student withdraws from a course. The counselor's recommendation is forwarded to the principal for approval or disapproval.
- C. Program alternatives for a student withdrawn from class must be made available to the student. The student may transfer into another course within the same subject area for which the student has had adequate academic preparation. If no such alternative within the same subject area is available, the student may transfer into an elective course for which no prior preparation is required, e.g., physical education or certain crafts courses. If such an alternative is not available, the student's schedule may be adjusted to permit early dismissal or late arrival on a daily basis; or a schedule may be provided whereby the

student uses the period for individualized study. In the case of such schedule changes, students will be expected to meet the usual attendance and behavior standards and will be subject to the school disciplinary procedures if these standards are violated. In the case of handicapped students, the procedures may be modified in accordance with the student's Individualized Education Program (IEP).

- D. Grades and credits shall be awarded according to the following guidelines:
1. If a student withdraws from a course before the end of the fifth week (25 school days), no notation is made on the student's permanent record card or report card.
 2. If the student withdraws after the end of the fifth week (25 school days) of the course, "withdrew" or "W" the date of the withdrawal, and the achievement averaged to the time of withdrawal will be entered on the report card and permanent record.
 3. Should the student transfer to a course in the same subject area, full or half credit is awarded for those courses completed successfully. For example, a student unable to progress in algebra who transfers to a general mathematics class which provides instruction beyond the student's prior achievement in mathematics can earn credit in the general mathematics course for the year.

Administrative History: Formerly Regulation 515-2, January 4, 1979, revised December 1986.