



SECTION III: STUDENT POLICIES 3110

Withdrawal Policy

If a parent/legal guardian chooses to withdraw a student from OVCA he/she should contact OVCA staff to begin the withdrawal process. Staff will discuss with the parent/legal guardian or designated family member the reason for withdrawal and future schooling options for the student. OVCA should be informed of the name and address of the new school that the student will enroll with, or the parent should sign an Intent to Homeschool Form. Once the withdrawal has been confirmed, OVCA staff will submit the completed withdrawal form including final grades and submit it to the School Based Enrollment Coordinator for processing. Due to compulsory attendance laws, the student must immediately enroll in another school or complete the Intent to Homeschool form.

Students that do not engage in an adequate amount of instructional activities within the prescribed time period will be withdrawn in accordance with the school attendance policy. OVCA staff will work to contact the student until the student re-engages in OVCA; or, the OVCA registrar receives either a confirmation of enrollment from another public-school district, or the parent completes the Intent to Homeschool form.

For students enrolled in the school that apply to re-enrollment, a student must be in good standing with OVCA, to include not being on academic probation. If a student is on academic probation, OVCA will not process a request for re-enrollment until a student is removed from academic probation. Should a student be on academic probation at the end of the academic school year, OVCA will not process and re-enroll the student in the best interest of the student as a school of choice that is not the best option for the student. If a student has had 10 or more absences during the second semester, OVCA will not process and re-enroll the student in the best interest of the student as a school of choice that is not the best option for the student. The Board of Education ("Board") directs the Head of School to provide adequate notice to guardians of a student on academic probation of the possibility of denial of re-enrollment; and, the Board directs the Head of School to develop standards for the placement of a student on academic probation. OVCA is focused on students achieving academic success through the school model. The partnership with Learning Coaches and OVCA staff is crucial to this goal. OVCA may choose to put a student on Academic Probation if personalized academic goals and expectations are not being met.

When a student is placed on Academic Probation, OVCA will outline action steps for student to complete in partnership with Learning Coaches and OVCA staff. This team will work to help students reach goals set by an Academic Probation Plan. Failure to fulfill these action steps may result in the denial of re-enrollment for the upcoming school year. It's crucial to note that insufficient support from Learning Coaches could lead to a student being placed on Academic Probation, underscoring the necessity of a strong partnership between the school and Learning Coaches. Students that are on academic probation at the end of the year and that are therefore not re-enrolled, OVCA will withdraw said students, as may be necessary.

Source: OVCA Board Policy adoption 4/27/2016

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