

REGULATION MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: JEA-RA, JEB-RA, JEE, JEE-RA
Responsible Office: Chief Academic Officer
Deputy Superintendent of School Support and Improvement

Student Withdrawals from Classes and School

I. PURPOSE

To establish procedures for high school student withdrawals from individual classes and permanent withdrawal from Montgomery County Public Schools (MCPS)

II. DEFINITION

An *eligible student* is a student who is eighteen (18) years of age or older or is emancipated.

III. PROCEDURES

A. Withdrawing from Individual Classes

1. 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 the student has been placed in a course for which the student is not adequately prepared. School staff members 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, a collaborative problem-solving meeting(s). The administrator/designee will make the final decision based on the information available. The meeting should be documented using MCPS Form 272-10, *Documentation of Interventions*.
2. Student-initiated withdrawal may occur when the student and parents/guardians determine that withdrawal will be beneficial to the student. An eligible student's withdrawal must be reviewed by the counselor and may be discussed with the parents/guardians. If the student is not an

eligible student, 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 administrator/designee for approval or disapproval.

3. Alternatives for a student withdrawing from a class must be made available to the student, as appropriate. 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 is available, the student may transfer into an appropriate elective course. Administrators/designees have discretion to adjust student schedules if necessary and as appropriate.
4. Grades and credits shall be awarded according to the following guidelines:
 - a) 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 or report card.
 - b) 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 grade averaged to the time of withdrawal will be entered on the report card and permanent record.
 - c) Should the student transfer to a course in the same subject area, credit is awarded for those courses completed successfully.

B. Permanent Withdrawal from School

1. If a staff member learns of the intent of a student, who is at least age 18, to permanently withdraw from school, that staff member should inform a school administrator, who should encourage the student to remain in the student's current, or other appropriate, MCPS program, as follows:
 - a) Conduct an educational interview by completing MCPS Form 565-4a, *Educational Interview for Withdrawal Prevention*.
 - b) Convene a problem-solving meeting with the student, parents/guardians, advocates, teachers, counselors, and administrative staff, as appropriate. It is imperative that parents/guardians be notified and included in the process as soon as

possible. Language interpreters should be made available as appropriate.

2. If, after steps above have been completed, the student intends to move forward with the permanent withdrawal, school staff should complete MCPS Form 565-4, *Student Permanent Withdrawal*. Copies of both MCPS Forms 565-4, *Student Permanent Withdrawal*, and 565-4a, *Educational Interview for Withdrawal Prevention* should be distributed as directed on the forms.

Related Sources: Annotated Code of Maryland, *Education Article*, §7-301, and *General Provisions*, §1-401; *Code of Maryland Regulations* 13A.08.01.01 and 13A.08.01.07e

Regulation History: Formerly Regulation 515-2, January 4, 1979, revised December 1986, revised September 24, 2012, revised May 15, 2015, revised June 19, 2017.