

Withdrawal Policy and Procedures

Clarksville Charter School

BP

Adopted: 11/21/19

Revised: 03/09/23 v. 3

The purpose of the Clarksville Charter School Governing Board approving this Withdrawal Policy is to accomplish the following:

1. Describe the Reasons a Student Can Be Withdrawn from Clarksville Charter School
2. Outline the Procedures for Withdrawing a Student
3. Confirm the Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School
4. Establish the Process for Communicating with Parents/Guardians/Educational Rights Holder Regarding Withdrawal

1. Reasons for a Withdrawal: If Clarksville Charter School discovers that a student enrolled in Clarksville Charter School is no longer a resident of California, no longer a resident of a county that Clarksville Charter School may legally provide educational services to, is concurrently enrolled in a private school, is concurrently enrolled in another public school, or otherwise may no longer legally be served by Clarksville Charter School, the following procedures shall be followed to withdraw the student from Clarksville Charter School. The following withdrawal procedures shall also be followed if, after the tiered re-engagement and Non-Compliance Process has been completed, it is determined that it is not in the best interests of the pupil to remain in Independent Study.

2. Procedures for Withdrawing a Student: Clarksville Charter School shall send the parent/guardian/educational rights holder a notice of the Clarksville Charter School's intention to withdraw the student from the School and the reasons for that decision. The notice will be sent at least five school days prior to the effective date of the withdrawal of the student. The notice shall be written in the native language of the pupil or the pupil's parent or guardian, or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder. In the case of a foster child or youth, the written notice shall also be provided to the foster child's attorney and county social worker. If the pupil is an Indian child, as defined in Section 224.1 of the Welfare and Institutions Code, the written notice shall also be provided to the Indian child's tribal social worker and, if applicable, county social worker. For purposes of this policy, the foster child's attorney and county social worker, and an Indian child's tribal social worker and county social worker, shall receive the notice and have the rights below described for the parent/guardian/educational rights holder.

The notice will inform the student, and the student's parent/guardian/educational rights holder, of the right pursuant to the Education Code to a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil(s) have a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil(s) have the right to bring legal counsel or an advocate.

This notice will also inform the parent/guardian/educational rights holder that the student's enrichment opportunities and curriculum orders will be put on hold until the hearing is completed. If the parent/guardian/educational rights holder requests a hearing, the pupil shall remain enrolled and shall not be removed until the charter school issues a final

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decision. If the parent, guardian, or educational rights holder requests a hearing, the school will endeavor to schedule the hearing within 10 days of the request for the hearing. If a parent/guardian/educational rights holder fails to attend the scheduled hearing, the hearing will continue without the presence of the parent/guardian/educational rights holder.

The parent/guardian/educational rights holder will be notified of the decision of the hearing officer. A copy shall be placed in the student's cumulative file. The decision of the hearing officer is final and cannot be appealed.

In addition to the notice, the parent/guardian/educational rights holder will be provided with a [Charter School Complaint Notice](#) prior to the effective date of the withdrawal of the student.

- 3. The Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School:** In accordance with the law, Clarksville Charter School does not encourage any pupil currently attending the school to disenroll or transfer to another school for any reason, including but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics: pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation.
- 4. Notification of the Withdrawal:** Once a student has been withdrawn from Clarksville Charter School, the school will notify the superintendent of the school district of the student's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil. The student's teacher will also be notified of the withdrawal.

CLARKSVILLE
CHARTER SCHOOL