

1.6 WITHDRAWAL POLICY

Purpose: To provide information about withdrawal requirements and procedures, and to make provision for the retrieval of school materials, collection of personal belongings, settlement of outstanding/reimbursable fees, and opportunity for constructive feedback.

Definitions: Membership means a student is on the current roll of Vanguard Academy. A student is a member of a class or school from the date of entrance at the school until official removal from the class or school due to the student having left the school. Withdrawn means a student has been officially removed from the school's rolls and is no longer counted in the student membership.

General Provisions: Students already enrolled and attending Vanguard Academy are automatically re-enrolled and counted in the school's student membership for the following school year, unless they are appropriately withdrawn. In accordance with statute, the parent or guardian of a student may withdraw their student(s) from Vanguard Academy for enrollment in another charter school or a school district by:

1. Submitting notice of intent to enroll their student(s) in the district of residence for the subsequent year to the student's charter school no later than June 30 of the current school year.
2. Submitting notice of intent to enroll their student(s) in another charter school for the subsequent school year to Vanguard Academy, together with a letter of acceptance from the proposed charter school of attendance, no later than June 30 of the current school year
3. Obtaining approval from both Vanguard Academy and the school district or charter school in which attendance is sought, if the parent desires to change their student(s) enrollment during the current school year, or after June 30.

Parents who wish to transfer their student to another school from Vanguard must complete the student withdrawal forms in the attendance office and indicate to which school the student will be transferring. Upon receipt of the completed forms, the student will be dropped from Vanguard enrollment and entered in as a transfer student on the Student Information System (SIS) and the district of residence will be notified.

A student shall be automatically withdrawn from Vanguard Academy after 10 consecutive days of unexcused absence. Vanguard Academy shall make every reasonable effort to notify the parent or legal guardian prior to the student's 10th day of absence to provide opportunity for correction of attendance, or to receive notification of enrollment in another charter or public school. Unless attendance is corrected, or provisions have been made for enrollment of the student in another school, Vanguard Academy shall immediately notify the district of residence of the withdrawal, which shall enroll the withdrawn student in the resident district and take such additional steps as may be necessary to ensure compliance with laws governing school attendance.

Upon the withdrawal of a student from Vanguard Academy, the school may immediately enroll a new student from its list of applicants.

Withdrawal Checklist: Upon the withdrawal of a student from Vanguard Academy, a Withdrawal Checklist Form may be filled out by a designated member of the office staff and signed by the

parent/guardian to ensure that all school materials are returned and outstanding fees are settled, and that the parent/guardian has the same opportunity to collect their student's personal belongings and reimbursable fees. Parents/guardians will also be afforded the opportunity to provide Vanguard with input regarding the school through completion of an exit survey.

School Materials: All curriculum books, library books, and other materials belonging to Vanguard Academy must be returned upon withdrawal. If items are unavailable at that time, arrangements must be made for their return to the school or reimburse the school at replacement cost.

Fees: All outstanding fees or reimbursement for any materials which are lost or damaged by the student are due upon withdrawal; fees which are eligible to be reimbursed to the student's parent/guardian may be returned via U.S. Mail within a reasonable amount of time.

Personal Belongings: All personal belongings should be removed from the school at the time of withdrawal, however if timing is not convenient or does not allow for the parent/guardian to retrieve the student's belongings, arrangements may be made to do so at a later date.

Feedback: Comments and suggestions, both positive and negative, are important to the school's goal of continual improvement and service. We encourage all parents/guardians to provide honest and constructive communication on the exit survey.

Conduct: Staff and teachers will treat the student and parent/guardian with professionalism and respect at all times.

References:

Utah Annotated Code 53a-1a-506.5

State Board Administrative Rule R277-419-4

Approved: 08/15/2015