

# Alloway Township Board of Education District Policy Manual

Students

Series 5000

Withdrawals / Transfers

Policy 5119

Date Adopted: August 24, 1999 Date Revised: October 22, 2002

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## Withdrawals

Students identified by the staff as a potential or immediate drop-out due to turning sixteen years of age and still in the Alloway School will be requested to attend school for an assessment period of three days after they have indicated their intention of leaving school. During this three day period the following procedure is to be implemented:

1. The student and the school psychologist will meet for the purpose of discussing the reason for leaving school and the student's plans for the future.
2. The student and the school psychologist will meet to discuss the student's present scholastic standing.
3. The student, the parent/guardians, the school psychologist and the Superintendent/designee will meet to review all pertinent information and render their recommendations.

If, after the above procedure has been followed and the student remains firm on his/her intention to leave school, a final meeting will be scheduled between the student and the school psychologist to discuss the education and occupational alternatives that are available to them, such as:

1. Graduate equivalency diploma
2. Additional educational classes
3. Training programs
4. Work-study programs

Should the student drop out after completing the Alloway School System, the Woodstown High School guidance counselor shall be notified to intervene in the case.

All efforts will be extended in an attempt to retain the student in school and assist him/her in obtaining a diploma.

## Transfers

All transfers of resident pupils from non-public schools shall be honored provided all requirements set forth in the policies of the Board of Education relating to pupil admissions are met.

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All pupils entering the district school shall be under the jurisdiction of the district attendance policy. Absences allowed will be prorated on a monthly basis from the date the pupil enrolls in the district.

All parents/guardians of pupils or adult pupils transferring from the district must notify the administration. Records shall be transferred only after verification from the school to which the pupil is transferring.

## Grade Placement of Transferred Pupils

In order to ensure assignment to the grade best suited to a pupil's needs and readiness, placement is left to the judgment of the administration and teacher(s), working in cooperation with the pupil's parents/guardians. Such placements are to be governed by the following considerations:

1. Age health and maturity of the pupil
2. Quality and extent of previous courses of study
3. Record from previous school
4. Results of standardized tests

## Legal References

NJSA 18A:7B-12 District of residence; determination  
18A:36-19a Newly enrolled students; records and identification  
18A:36-25.1 Proof of child's identity required for enrollment; transfer of record between districts  
18A:36B-1 et seq. Interdistrict Public School Choice Program  
18A:38-8 Duty to receive pupils from other districts

NJAC 6A:12-3.2 Criteria to guide the Commissioner's approval of choice program applications  
6A:23-5.2 Method of determining the district of Residence  
6A:32-8.2 School enrollment

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.  
Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

## Possible Cross References

511, 5125, 5131, 5131.5