

Withdrawal Policy

Students withdrawing from CGS are expected to adhere to both the guidelines of The Commonwealth Governor's School as well as the scheduling change procedures of the local school division. Criteria for withdrawing from CGS should be based on what is in the best interest of the student.

There are three time periods designated for withdrawing from the CGS program: at the end of the first grading period, at the end of the semester, or at the end of the school year. A student should not be academically penalized for transferring out of CGS; however, if a student withdraws during the school year, he or she may not be granted full academic credit as a result of the differences in course schedules at participating high schools.

If a student successfully completes a weighted course in the CGS program, weighted credit is to be issued. If a student transfers from CGS into an equivalent weighted course and successfully completes that course, the student is to receive weighted credit from their designated high school.

If a parent wishes to withdraw a child from The Commonwealth Governor's School:

1. The parent should contact the director and the student's CGS teacher advisor to review the student's academic record and to discuss what action is best for the student.
2. A request to withdraw a student should be made in writing to the director. The director is to send a copy of the letter to the home-based school principal and the school division's gifted education supervisor.
3. The student will be asked to participate in an exit interview to provide feedback data for improving the CGS program with the director.
4. The director will notify the student's high school counselor and the division gifted coordinator of the student exit. The school division's drop/add procedures will be utilized to transition the student back into the home-based school program.
5. If a current CGS student plans on exiting from the program for the following school year, the withdrawal request must be done by June 1st. Students and their parents need to notify their CGS advisor and the director prior to June 1st. A conference and exit interview will occur between the student and the director.
6. If a new student to The Commonwealth Governor's School decides to withdraw from the program for the following school year, his or her parent needs to notify the CGS director by June 1st.

If the student's CGS teachers and/or the director believes that remaining at CGS may not be in the best interest of the student:

1. The student's CGS advisor or the director will contact the parent to arrange an assessment of academic progress.
2. This assessment may result in the development of an individualized CGS plan for success that contains specific objectives and outcomes. A designated time period will be stated for reassessment.
3. If it is determined that the student will withdraw from CGS, an exit interview is to be conducted to provide feedback data for improving the CGS program.
4. The CGS director will notify the student's high school counselor of the withdrawal decision and the school division's drop/add procedures will be utilized to transition the student back into the home-based school program.

If the director and the building site principal determine that a student is to be withdrawn due to an infraction of the CGS *Computer/Teleconferencing Equipment and Network Users Standard of Conduct* and/or the local division's *Student Code of Conduct*:

1. The director will send a letter to the parents indicating the reason that their student has lost the privilege to continue in the CGS program.
2. The parent will have the right to appeal the decision first to their division superintendent and secondly to their local school board.
3. The student will be asked to participate in an exit interview to provide feedback data for improving the CGS program.
4. The school division's drop/add procedures will be utilized to transition the student back into the home-based school program.