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**ATTENDANCE, SUPPORT, AND INVOLUNTARY REMOVAL POLICY**

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Attendance, Support, and Involuntary Removal Policy to apply to all students at SOCS. The school’s goal is for students to be successful and to achieve high academic standards. The purpose of this policy is to outline the school support that will be provided and the steps that will be taken if the parent/guardian and the student responsibilities are not fulfilled. The parent/guardian is responsible that:

1. the student completes assigned learning and/or standards for each learning period
2. the parent/guardian and the student attend required school meetings (including but not limited to learning period meetings and special education services)
3. the parent/guardian and the student abide by all school/Governing Board policies
4. the student completes required school assessments

**Outline of Responsibilities that May Result in Involuntary Removal****Attendance**

The credentialed teacher of record awards attendance in accordance with applicable law and based on two criteria: 1. The overall amount of learning completed/attained and 2. Some learning occurred on each date of attendance. As indicated in the Governing Board independent study policy, once a student has three missed assignments during a given learning period, the student is no longer in good standing. For purposes of attendance, three assignments are defined as 30% of the assigned learning for the given learning period. The student must complete at least 70% of the learning for that period and must be able to demonstrate that learning to the teacher of record in order to remain in good standing. The credentialed teacher of record uses their professional determination to assign the percent of learning that occurred. Additionally, the student must bring a work sample that aligns with their learning in each of the courses in which the student is enrolled.

The student and parent/guardian must attend all scheduled learning period meetings. Missing a meeting results in zero attendance being awarded and a second meeting must be scheduled within five (5) days to evaluate if attendance may be claimed.

**Governing Board Policies**

In addition to attendance, the parent/guardian and the student must abide by all board-approved policies. These policies include, but are not limited to:

1. Academic Integrity Policy
2. Civility Policy

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**ATTENDANCE, SUPPORT, AND INVOLUNTARY REMOVAL POLICY**

## 3. The Acceptable Use Policy

**Additional Parent/Guardian and Student Responsibilities**

The parent/guardian is also responsible for:

1. Ensuring the student completes all mandated school assessments
2. Providing any necessary documentation and information to the school in order to record attendance in accordance with applicable law
3. Ensuring the school receives all required documentation for continued enrollment, such as proof of residency
4. Responding to the school's communication and if unable to be reached within the first ten (10) school days, the student will be involuntarily removed.

**Outline of School Support and Process that May Lead to Student Involuntary Removal****Progress Improvement Notification Process****First Progress Improvement Notification**

If a parent/guardian or a student fails to meet the responsibilities outlined above, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent/guardian and the student are aware that they are not fulfilling their independent study responsibilities.

If the reason for the notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a follow-up learning period meeting must occur within ten (10) school days. This meeting will take place to ensure the student is back on track.

If the reason for the notification is that the parent/guardian or student did not attend a learning period meeting, a follow-up learning period meeting must occur within five (5) school days.

**Second Notification - Meeting with School's Educational Team**

If a parent/guardian or a student fails to meet the responsibilities outlined above for a second time within the same school year, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the

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**ATTENDANCE, SUPPORT, AND INVOLUNTARY REMOVAL POLICY**

parent/guardian and the student are aware that they are not fulfilling their responsibilities with the school.

If the reason for the second notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a student support meeting will be scheduled with the school's educational team within five (5) days. The school's educational team will include the student, parent/guardian, teacher, and school designee. The purpose of the meeting will be to develop a plan to support the student's success. An additional follow-up learning period meeting must occur within ten (10) school days of the student support meeting. This meeting will take place to ensure the student has begun making adequate progress.

If the parent/guardian and the student do not attend the scheduled student support meeting, the meeting will be held with the teacher and school designee, and the student will receive the third notification from the school.

If the reason for the notification is that the parent/guardian or the student missed a learning period meeting, a follow-up meeting must occur within five (5) school days.

**Third Notification**

If a parent/guardian or a student fails to meet the responsibilities mentioned above for a third time within the same school year, an evaluation will be conducted to determine whether it is in the best interest of the pupil to remain in independent study. If the evaluation finds that it is not in the best interest of the student to remain in independent study, the student may be involuntarily removed and the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies and has been involuntarily removed from the school. This letter will be sent by registered mail and the student's district of residence will be notified. A written record of the findings of any evaluation made as a result of missed assignments shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school the record shall be forwarded to that school.

**Special Education Students**

If the at-risk student is an identified special education student, including a student with an IEP or 504 plan, the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any concerns, including a failure to meet the

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**ATTENDANCE, SUPPORT, AND INVOLUNTARY REMOVAL POLICY**

minimum qualifications of independent study or governing board policies. A change of placement for a special education student will be determined by the IEP team.

**Suspension and Expulsion Policy and Procedure**

Sage Oak will follow the applicable suspension and expulsion policy and procedure outlined in the terms of the charter.

Regarding students with special education needs, discipline will be taken, where appropriate, in conformance with applicable law.

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**PROGRESS IMPROVEMENT NOTIFICATION - FIRST NOTIFICATION**

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The following is the procedure and first notification letter for Sage Oak's Progress Improvement Notification (PIN) Process as outlined in the Attendance, Support, and Involuntary Removal Policy.

**Procedure**

If it has been determined that a student missed a required school meeting or did not complete 70% or more of the assigned work for a learning period, then a first PIN is issued following the below procedure:

1. Teacher /Education Advisor (EA) will-
  - a. Make a copy of the first notification template
  - b. Rename the copy title by adding the student name in front of the title and removing the word template (Ex. Jane Doe First Progress Improvement Notification)
  - c. Fill in the highlighted sections
  - d. Remove highlights
  - e. Delete directions on the copy
  - f. Send to the student services department for missed meetings and the education services department for lack of work. If this is for a high school student, include the secondary department
2. Departments will-
  - a. Confirm that everything is accurate
  - b. Send to the office clerk, technician, or manager
3. Clerks/Technicians/Managers will-
  - a. Complete tracking spreadsheet of all PIN students
  - b. Email and mail a hard-copy to the family. PIN letter 3 is sent certified mail
  - c. Copy the Teacher/EA, Director of Student Services, Director of Education Services, Executive Director, and Assistant Director of Assessment (if it is an assessment-related PIN) on the email
  - d. Upload the PIN as a PDF to the Student Information System (SIS)

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**PROGRESS IMPROVEMENT NOTIFICATION - FIRST NOTIFICATION**

**Letter**

Sage Oak \_\_\_\_\_ (fill in school name student is enrolled in)

Parent/Guardian Name

Concerning: Student Name, SSID#

First Progress Improvement Notification

Date

Dear Parent/Guardian Name,

It is our goal at Sage Oak to provide a supportive environment for our students and to provide clear communication to our families. This letter is to share with you that your student has completed less than 70% of the work that should have occurred for learning period \_\_\_\_\_/your student has missed a required school meeting, \_\_\_\_\_ (choose the correct one and fill in the blanks).

Our Attendance, Student Support, and Involuntary Removal Policy (attached) outlines that any student who completes 70% or less of the learning that should have occurred for that learning period, as determined by the credentialed teacher, or misses a school appointment, including any mandatory assessment date, special education service appointment, learning period meeting, or any other required meeting will be issued a progress improvement notification.

It's important to Sage Oak that our students are learning/attend required school meetings (choose the correct one) and are supported by the school so that we can set our students and school up for long term success.

It is our goal to partner with you for your student's continued success in our program. Your Teacher/EA will need to meet with you within five/ten (choose five for a missed meeting and ten for lack of work) school days to ensure your student is back on track. If you would like, you may contact the assistant director listed below and we will work with your student's Teacher/Education Advisor to answer any questions that you might have.

Teacher/EA Name, Number, Email

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**PROGRESS IMPROVEMENT NOTIFICATION - FIRST NOTIFICATION**

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Director Name, 888-435-4445, Email

### Sage Oak

#### Attendance, Student Support, and Involuntary Removal Policy\*

The school's goal is for students to be successful and to achieve high academic standards. The purpose of this policy is to outline the school support that will be provided and the steps that will be taken if the parent/guardian and student responsibilities are not fulfilled. The parent/guardian is responsible for ensuring that:

1. the student completes assigned learning and/or standards for each learning period
2. the parent/guardian and student attend required school meetings (including but not limited to learning period meetings and special education services)
3. the parent/guardian and student abide by all school/Governing Board policies
4. the student complete required school assessments

#### **Outline of Responsibilities that May Result in Involuntary Removal**

##### **Attendance**

The credentialed teacher of record awards attendance in accordance with applicable law and based on two criteria: 1. The overall amount of learning completed/attained and 2. That some learning occurred on each date of attendance. As indicated in the Governing Board independent study policy, once a student has three missed assignments during a given learning period, the student is no longer in good standing. For purposes of attendance, three assignments are defined as 30% of the assigned learning for the given learning period. The student must complete at least 70% of the learning for that period and must be able to demonstrate that learning to the teacher of record in order to remain in good standing. The credentialed teacher of record uses their professional determination to assign the percent of learning that occurred. Additionally, the student must bring a work sample that aligns with their learning in each of the courses in which the student is enrolled.

Additionally, the student and parent/guardian must attend all scheduled learning period meetings. Missing a meeting results in zero attendance being awarded and a second meeting must be scheduled within five (5) days to evaluate if attendance may be claimed.

##### **Governing Board Policies**

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**PROGRESS IMPROVEMENT NOTIFICATION - FIRST NOTIFICATION**

In addition to attendance, the parent/guardian and student must abide by all board-approved policies. These policies include, but are not limited to:

1. [Academic Integrity Policy](#)
2. [The Civility Policy](#)
3. [The Acceptable Use Policy](#)

**Additional Parent/Guardian and Student Responsibilities**

The parent/guardian is also responsible for:

1. Ensuring the student completes all mandated school assessments
2. Providing any necessary documentation and information to school in order to record attendance in accordance with applicable law
3. Ensuring the school receives all required documentation for continued enrollment, such as proof of residency
4. Responding to the school's communication and if unable to be reached within the first ten (10) school days, the student will be involuntarily removed.

**Outline of School Support and Process that May Lead to Student Involuntary Removal****First Progress Improvement Notification**

If a parent/guardian or a student fails to meet the responsibilities outlined above, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent/guardian and the student are aware that they are not fulfilling their independent study responsibilities.

If the reason for the notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a follow-up learning period meeting must occur within ten (10) school days. This meeting will take place to ensure the student is back on track.

If the reason for the notification is that the parent/guardian or the student did not attend a learning period meeting, a follow-up learning period meeting must occur within five (5) school days.

**Second Notification - Meeting with School's Educational Team**



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**PROGRESS IMPROVEMENT NOTIFICATION - FIRST NOTIFICATION**

If a parent/guardian or a student fails to meet the responsibilities outlined above for a second time within the same school year, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent/guardian and the student are aware that they are not fulfilling their responsibilities with the school.

If the reason for the second notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a student support meeting will be scheduled with the school's educational team within five (5) days. The school's educational team will include the student, parent/guardian, teacher, and school designee. The purpose of the meeting will be to develop a plan to support the student's success. An additional follow-up learning period meeting must occur within ten (10) school days of the student support meeting. This meeting will take place to ensure the student has begun making adequate progress.

If the parent/guardian and the student do not attend the scheduled student support meeting, the meeting will be held with the teacher and school designee, and the student will receive the third notification from the school.

If the reason for the notification is that the parent/guardian or the student missed a learning period meeting, a follow-up meeting must occur within five (5) school days.

**Third Notification**

If a parent/guardian or a student fails to meet the responsibilities mentioned above for a third time within the same school year, an evaluation will be conducted to determine whether it is in the best interest of the pupil to remain in independent study. If the evaluation finds that it is not in the best interest of the student to remain in independent study, the student may be involuntarily removed and the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies and has been involuntarily removed from the school. This letter will be sent by registered mail and the student's district of residence will be notified. A written record of the findings of any evaluation made as a result of missed assignments shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school the record shall be forwarded to that school.

**Special Education Students**

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**PROGRESS IMPROVEMENT NOTIFICATION - FIRST NOTIFICATION**

If the at-risk student is an identified Special Education student, including a student with an Individualized Education Plan (IEP) or Section 504 (504) plan, the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any concerns, including a failure to meet the minimum qualifications of independent study or governing board policies.

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**PROGRESS IMPROVEMENT NOTIFICATION- SECOND NOTIFICATION**

The following is the procedure and second notification letter for Sage Oak's Progress Improvement Notification (PIN) Process as outlined in the Attendance, Support, and Involuntary Removal Policy.

**Procedure**

If it has been determined that a student missed a required school meeting or did not complete 70% or more of the assigned work for a learning period, then a second PIN is issued following the below procedure:

1. Teacher /Education Advisor (EA) will -
  - a. Make a copy of the second notification template
  - b. Rename the copy title by adding the student name in front of the title and remove the word template (Ex. Jane Doe Second Progress Improvement Notification)
  - c. Fill in the highlighted sections
  - d. Remove highlights
  - e. Delete directions on the copy
  - f. Send to the student services department for missed meetings and the education services department for lack of work. If this is for a high school student, CC the secondary department
2. Departments will -
  - a. Confirm that everything is accurate
  - b. Send to the office clerks, technicians, or manager
3. Clerks/Technicians/Manager will -
  - a. Complete tracking spreadsheet of all PIN students
  - b. Email and mail a hard-copy to the family. PIN letter 3 is sent certified mail.
  - c. Copy the Teacher/EA, Director of Student Services, Director of Education Services, Executive Director, Assistant Director of Assessment (if it is an assessment-related PIN) on the email
  - d. Upload the PIN as a PDF to the Student Information System (SIS)

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**PROGRESS IMPROVEMENT NOTIFICATION- SECOND NOTIFICATION****Letter**

Sage Oak, \_\_\_\_\_ (fill in school name student is enrolled in)

Parent/Guardian Name \_\_\_\_\_

Concerning: Student Name, SSID # \_\_\_\_\_

**Second Progress Improvement Notification**

Date \_\_\_\_\_

Dear Parent/Guardian Name,

It is our goal at Sage Oak to provide a supportive environment for our students and to provide clear communication to our families. This letter is to share with you that your student has completed less than 70% of the work that should have occurred for learning period \_\_\_\_\_/your student has missed a required school meeting, \_\_\_\_\_ (choose the correct one and fill in the blanks).

Our Attendance, Student Support, and Involuntary Removal Policy (attached) outlines that any student who completes 70% or less of the learning that should have occurred for that learning period, as determined by the credentialed teacher, or misses a school appointment, including any mandatory assessment date, special education service appointment, learning period meeting, or any other required meeting will be issued a progress improvement notification.

Since this is the second progress improvement notification in the same school year, a Student Success Team (SST) meeting has been scheduled for \_\_\_\_\_ (insert date and time of SST meeting) to develop a plan to support the student's success. Additionally, your Teacher/EA will schedule an additional learning period meeting within five/ten (choose five for a missed meeting and ten for lack of work) school days of the SST meeting to ensure the student has begun making adequate progress. If the parent/guardian and the student do not attend the scheduled SST meeting, the meeting will be held with the teacher and the school designee, and the student will receive the third notification from the school.

The call-in information for the SST meeting is: Paste in call-in information for meeting.

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**PROGRESS IMPROVEMENT NOTIFICATION- SECOND NOTIFICATION**

TF/EA Name, Number, Email

Director Name, 888-435-4445, Email

**Sage Oak****Attendance, Student Support, and Involuntary Removal Policy\***

The school's goal is for students to be successful and to achieve high academic standards. The purpose of this policy is to outline the school support that will be provided and the steps that will be taken if the parent/guardian and student responsibilities are not fulfilled. The parent/guardian is responsible for ensuring that:

1. the student completes assigned learning and/or standards for each learning period
2. the parent/guardian and student attend required school meetings (including but not limited to learning period meetings and special education services)
3. the parent/guardian and student abide by all school/Governing Board policies
4. the student complete required school assessments

**Outline of Responsibilities that May Result in Involuntary Removal****Attendance**

The credentialed teacher of record awards attendance in accordance with applicable law and based on two criteria: 1. The overall amount of learning completed/attained and 2. That some learning occurred on each date of attendance. As indicated in the Governing Board independent study policy, once a student has three missed assignments during a given learning period, the student is no longer in good standing. For purposes of attendance, three assignments are defined as 30% of the assigned learning for the given learning period. The student must complete at least 70% of the learning for that period and must be able to demonstrate that learning to the teacher of record in order to remain in good standing. The credentialed teacher of record uses their professional determination to assign the percent of learning that occurred. Additionally, the student must bring a work sample that aligns with their learning in each of the courses in which the student is enrolled.

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## PROGRESS IMPROVEMENT NOTIFICATION- SECOND NOTIFICATION

Additionally, the student and the parent/guardian must attend all scheduled learning period meetings. Missing a meeting results in zero attendance being awarded and a second meeting must be scheduled within five (5) days to evaluate if attendance may be claimed.

### Governing Board Policies

In addition to attendance, the parent/guardian and the student must abide by all board-approved policies. These policies include, but are not limited to:

1. [Academic Integrity Policy](#)
2. [The Civility Policy](#)
3. [The Acceptable Use Policy](#)

### Additional Parent/Guardian and Student Responsibilities

The parent/guardian is also responsible for:

1. Ensuring the student completes all mandated school assessments
2. Providing any necessary documentation and information to school in order to record attendance in accordance with applicable law
3. Ensuring the school receives all required documentation for continued enrollment, such as proof of residency
4. Responding to the school's communication and if unable to be reached within the first 10 school days, the student will be involuntarily removed

### Outline of School Support and Process that May Lead to Student Involuntary Removal

#### First Progress Improvement Notification

If a parent/guardian or a student fails to meet the responsibilities outlined above, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent/guardian and the student are aware that they are not fulfilling their independent study responsibilities.

If the reason for the notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a follow-up learning period meeting

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**PROGRESS IMPROVEMENT NOTIFICATION- SECOND NOTIFICATION**

must occur within ten (10) school days. This meeting will take place to ensure the student is back on track.

If the reason for the notification is that the parent/guardian or the student did not attend a learning period meeting, a follow-up learning period meeting must occur within five (5) school days.

**Second Notification - Meeting with School's Educational Team**

If a parent/guardian or a student fails to meet the responsibilities outlined above for a second time within the same school year, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent/guardian and the student are aware that they are not fulfilling their responsibilities with the school.

If the reason for the second notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a student support meeting will be scheduled with the school's educational team within five (5) days. The school's educational team will include the student, parent/guardian, teacher, and school designee. The purpose of the meeting will be to develop a plan to support the student's success. An additional follow-up learning period meeting must occur within ten (10) school days of the student support meeting. This meeting will take place to ensure the student has begun making adequate progress.

If the parent/guardian and the student do not attend the scheduled student support meeting, the meeting will be held with the teacher and school designee, and the student will receive the third notification from the school.

If the reason for the notification is that the parent/guardian or the student missed a learning period meeting, a follow-up meeting must occur within five (5) school days.

**Third Notification**

If a parent/guardian or a student fails to meet the responsibilities mentioned above for a third time within the same school year, an evaluation will be conducted to determine whether it is in the best interest of the pupil to remain in independent study. If the evaluation finds that it is not in the best interest of the student to remain in independent study, the student may be

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**PROGRESS IMPROVEMENT NOTIFICATION- SECOND NOTIFICATION**

involuntarily removed and the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies and has been involuntarily removed from the school. This letter will be sent by registered mail and the student's district of residence will be notified. A written record of the findings of any evaluation made as a result of missed assignments shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school the record shall be forwarded to that school.

**Special Education Students**

If the at-risk student is an identified Special Education student, including a student with an Individualized Education Plan (IEP) or Section 504 (504) plan, the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any concerns, including a failure to meet the minimum qualifications of independent study or governing board policies.



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**PROGRESS IMPROVEMENT NOTIFICATION- THIRD NOTIFICATION**

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The following is the procedure and third notification letter for Sage Oak's Progress Improvement Notification (PIN) Process as outlined in the Attendance, Support, and Involuntary Removal Policy.

**Procedure**

If it has been determined that a student missed a required school meeting or did not complete 70% or more of the assigned work for a learning period, then a second PIN is issued following the below procedure:

1. Teacher/Education Advisor will -
  - a. Make a copy of first notification template
  - b. Rename the copy title by adding the student name in front of the title and remove the word template (Ex. Jane Doe First Progress Improvement Notification)
  - c. Fill in the highlighted sections
  - d. Remove highlights
  - e. Delete directions on the copy
  - f. Send to the student services department for missed meetings and the education services department for lack of work. If this is for a high school student, CC the secondary department
2. Departments will -
  - a. Review that everything is accurate
  - b. Send to the office clerks, technicians or manager
3. Clerk/Technician/Manager will -
  - a. Complete tracking spreadsheet of all PIN students.
  - b. Email and mail a hard-copy to the family. PIN letter 3 is sent certified mail
  - c. Copy the Teacher/EA, Director of Student Services, Director of Education Services, Executive Director, Assistant Director Assessment (if assessment related PIN) on the email
  - d. Upload the PIN as a PDF to the SIS

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**PROGRESS IMPROVEMENT NOTIFICATION- THIRD NOTIFICATION**

**Letter**

Sage Oak, \_\_\_\_\_ (fill in school name student is enrolled in)

Parent Name \_\_\_\_\_

Concerning: Student Name, SSID# \_\_\_\_\_

Third Progress Improvement Notification

Date \_\_\_\_\_

Dear Parent Name,

It is our goal at Sage Oak to provide a supportive environment for our students and to provide clear communication to our families. This letter is to share with you that your student has completed less than 70% of the work that should have occurred for learning period \_\_\_\_\_/your student has missed a required school meeting, \_\_\_\_\_ (choose the correct one and fill in the blanks).

Our Attendance, Student Support, and Involuntary Removal Policy (attached) outlines that any student who completes 70% or less of the learning that should have occurred for that learning period, as determined by the credentialed teacher, or misses a school appointment, including any mandatory assessment date, special education service appointment, learning period meeting, or any other required meeting will be issued a progress improvement notification.

Since this is the third progress improvement notification within the same school year, the director will conduct an evaluation to determine if independent study is in the student's best interest. As a result of this evaluation, your child may be removed from Sage Oak. A follow-up letter will be sent notifying you of the results of the director's evaluation within three school days.

Sincerely,

The Sage Oak Administration

Teacher/EA Name, Number, Email \_\_\_\_\_

Director Name, 888-435-4445, Email \_\_\_\_\_

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**PROGRESS IMPROVEMENT NOTIFICATION- THIRD NOTIFICATION**

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**Sage Oak****Attendance, Student Support, and Involuntary Removal Policy\***

The school's goal is for students to be successful and to achieve high academic standards. The purpose of this policy is to outline the school support that will be provided and the steps that will be taken if the parent and student responsibilities are not fulfilled. The parent/guardian is responsible for ensuring that:

1. the student completes assigned learning and/or standards for each learning period
2. the parent and student attend required school meetings (including but not limited to learning period meetings and special education services)
3. the parent and student abide by all school/Governing Board policies
4. the student complete required school assessments

**Outline of Responsibilities that May Result in Involuntary Removal****Attendance**

The credentialed teacher of record awards attendance in accordance with applicable law and based on two criteria: 1. The overall amount of learning completed/attained and 2. That some learning occurred on each date of attendance. As indicated in the Governing Board independent study policy, once a student has three missed assignments during a given learning period, the student is no longer in good standing. For purposes of attendance, three assignments are defined as 30% of the assigned learning for the given learning period. The student must complete at least 70% of the learning for that period and must be able to demonstrate that learning to the teacher of record in order to remain in good standing. The credentialed teacher of record uses their professional determination to assign the percent of learning that occurred. Additionally, the student must bring a work sample that aligns with their learning in each of the courses in which the student is enrolled.

Additionally, the student and the parent/guardian must attend all scheduled learning period meetings. Missing a meeting results in zero attendance being awarded and a second meeting must be scheduled within five (5) days to evaluate if attendance may be claimed.

**Governing Board Policies**

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**PROGRESS IMPROVEMENT NOTIFICATION- THIRD NOTIFICATION**

In addition to attendance, the parent and the student must abide by all board approved policies. These policies include, but are not limited to:

1. [Academic Integrity Policy](#)
2. [The Civility Policy](#)
3. [The Acceptable Use Policy](#)

**Additional Parent/Student Responsibilities**

The parent/guardian is also responsible for:

- Ensuring the student completes all mandated school assessments
- Providing any necessary documentation and information to school in order to record attendance in accordance with applicable law
- Ensuring the school receives all required documentation for continued enrollment, such as proof of residency
- Responding to the school's communication and if unable to be reached within the first 10 school days, the student will be involuntarily removed

**Outline of School Support and Process that May Lead to Student Involuntary Removal****First Progress Improvement Notification**

If a parent or a student fails to meet the responsibilities outlined above, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent and the student are aware that they are not fulfilling their independent study responsibilities.

If the reason for the notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a follow-up learning period meeting must occur within ten (10) school days. This meeting will take place to ensure the student is back on track.

If the reason for the notification is that the parent or the student did not attend a learning period meeting, a follow-up learning period meeting must occur within five (5) school days.

**Second Notification - Meeting with School's Educational Team**

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**PROGRESS IMPROVEMENT NOTIFICATION- THIRD NOTIFICATION**

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If a parent or a student fails to meet the responsibilities outlined above for a second time within the same school year, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent and the student are aware that they are not fulfilling their responsibilities with the school.

If the reason for the second notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a student support meeting will be scheduled with the school's educational team within five (5) days. The school's educational team will include the student, parent, teacher, and school designee. The purpose of the meeting will be to develop a plan to support the student's success. An additional follow-up learning period meeting must occur within ten (10) school days of the student support meeting. This meeting will take place to ensure the student has begun making adequate progress.

If the parent/guardian and the student do not attend the scheduled student support meeting, the meeting will be held with the teacher and school designee, and the student will receive the third notification from the school.

If the reason for the notification is that the parent or the student missed a learning period meeting, a follow-up meeting must occur within five (5) school days.

**Third Notification**

If a parent or a student fails to meet the responsibilities mentioned above for a third time within the same school year, an evaluation will be conducted to determine whether it is in the best interest of the pupil to remain in independent study. If the evaluation finds that it is not in the best interest of the student to remain in independent study, the student may be involuntarily removed and the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies and has been involuntarily removed from the school. This letter will be sent by registered mail and the student's district of residence will be notified. A written record of the findings of any evaluation made as a result of missed assignments shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school the record shall be forwarded to that school.

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**PROGRESS IMPROVEMENT NOTIFICATION- THIRD NOTIFICATION****Special Education Students**

If the at-risk student is an identified Special Education student, including a student with an IEP or 504 plan, the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any concerns, including a failure to meet the minimum qualifications of independent study or governing board policies.

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**PROGRESS IMPROVEMENT NOTIFICATION- EVALUATION  
DETERMINATION LETTER**

The following is the procedure and evaluation determination letter for Sage Oak's Progress Improvement Notification (PIN) Process as outlined in the Attendance, Support, and Involuntary Removal Policy.

**Procedure**

1. Executive Director or designee will -
  - a. Make a copy of the template
  - b. Rename the copy title by adding the student name in front of the title and remove the word template (Ex. LeAnn Snee PIN Evaluation Determination)
  - c. Fill in the highlighted sections
  - d. Remove highlights
  - e. Send to the student services department (missed meeting) or the education services department (lack of work) for approval. If this is for a high school student, include the secondary guidance department.
  
2. Clerks/Technicians/Manager will -
  - a. Complete tracking spreadsheet of all PIN students
  - b. Email and mail a hard-copy to the family certified mail
  - c. Copy the Teacher/EA, Director of Student Services, Director of Education Services, Executive Director, and Assistant Director of Assessment (if it is an assessment-related related PIN) on the email
  - d. Upload the Evaluation Determination Letter as a PDF to the Student Information System (SIS)

**Letter**

Sage Oak, \_\_\_\_\_ (fill in school name student is enrolled in)

Parent/Guardian Name

Concerning: Student Name, SSID#

PIN Evaluation Determination

Date

Dear Parent/Guardian Name,

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**PROGRESS IMPROVEMENT NOTIFICATION- EVALUATION  
DETERMINATION LETTER**

A PIN (Progress Improvement Notification) evaluation has been conducted. As a result, your child will be removed from Sage Oak effective \_\_\_\_\_ (5 school days from date letter will be sent). You have a right to a hearing to appeal this decision during which you may present testimony, evidence, and witnesses to confront and cross-examine adverse witnesses. If you would like to have a hearing, you must respond to this letter requesting a hearing by the close of the business day, 4:30 pm, on \_\_\_\_\_ (5 school days from date letter will be sent). If there is no request for this hearing, your child will be removed from the charter school.

Sincerely,  
The Sage Oak Administration

**Sage Oak****Attendance, Student Support, and Involuntary Removal Policy\***

The school's goal is for students to be successful and to achieve high academic standards. The purpose of this policy is to outline the school support that will be provided and the steps that will be taken if the parent/guardian and student responsibilities are not fulfilled. The parent/guardian is responsible for ensuring that:

- the student completes assigned learning and/or standards for each learning period
- the parent/guardian and the student attend required school meetings (including but not limited to learning period meetings and special education services)
- the parent/guardian and the student abide by all school/Governing Board policies
- the student completes required school assessments

**Outline of Responsibilities that May Result in Involuntary Removal****Attendance**

The credentialed teacher of record awards attendance in accordance with applicable law and based on two criteria:

1. The overall amount of learning completed/attained.
2. That some learning occurred on each date of attendance.



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**PROGRESS IMPROVEMENT NOTIFICATION- EVALUATION  
DETERMINATION LETTER**

As indicated in the Governing Board independent study policy, once a student has three missed assignments during a given learning period, the student is no longer in good standing. For purposes of attendance, three assignments are defined as 30% of the assigned learning for the given learning period. The student must complete at least 70% of the learning for that period and must be able to demonstrate that learning to the teacher of record in order to remain in good standing. The credentialed teacher of record uses their professional determination to assign the percent of learning that occurred. Additionally, the student must bring a work sample that aligns to their learning in each of the courses in which the student is enrolled.

The student and the parent/guardian must attend all scheduled learning period meetings. Missing a meeting results in zero attendance being awarded and a second meeting must be scheduled within five (5) days to evaluate if attendance may be claimed.

**Governing Board Policies**

In addition to attendance, the parent/guardian and the student must abide by all board-approved policies. These policies include, but are not limited to:

1. [Academic Integrity Policy](#)
2. [The Civility Policy](#)
3. [The Acceptable Use Policy](#)

**Additional Parent/Guardian and Student Responsibilities**

The parent/guardian is also responsible for:

1. Ensuring the student completes all mandated school assessments
2. Providing any necessary documentation and information to school in order to record attendance in accordance with applicable law
3. Ensuring the school receives all required documentation for continued enrollment, such as proof of residency
4. Responding to the school's communication and if unable to be reached within the first ten (10) school days, the student will be involuntarily removed

**Outline of School Support and Process that May Lead to Student Involuntary Removal****First Progress Improvement Notification**

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**PROGRESS IMPROVEMENT NOTIFICATION- EVALUATION  
DETERMINATION LETTER**

If a parent/guardian or a student fails to meet the responsibilities outlined above, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent/guardian and the student are aware that they are not fulfilling their independent study responsibilities.

If the reason for the notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a follow-up learning period meeting must occur within ten (10) school days. This meeting will take place to ensure the student is back on track.

If the reason for the notification is that the parent/guardian or the student did not attend a learning period meeting, a follow-up learning period meeting must occur within five (5) school days.

**Second Notification - Meeting with School's Educational Team**

If a parent/guardian or a student fails to meet the responsibilities outlined above for a second time within the same school year, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent/guardian and the student are aware that they are not fulfilling their responsibilities with the school.

If the reason for the second notification is that the student failed to attain 70% of learning completed/attained per the credentialed teacher of record, a student support meeting will be scheduled with the school's educational team within five (5) days. The school's educational team will include the student, parent/guardian, teacher, and school designee. The purpose of the meeting will be to develop a plan to support the student's success. An additional follow-up learning period meeting must occur within ten (10) school days of the student support meeting. This meeting will take place to ensure the student has begun making adequate progress.

If the parent/guardian and the student do not attend the scheduled student support meeting, the meeting will be held with the teacher and school designee and the student will receive the third notification from the school.

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**PROGRESS IMPROVEMENT NOTIFICATION- EVALUATION  
DETERMINATION LETTER**

If the reason for the notification is that the parent/guardian or the student missed a learning period meeting, a follow-up meeting must occur within five (5) school days.

**Third Notification**

If a parent/guardian or a student fails to meet the responsibilities mentioned above for a third time within the same school year, an evaluation will be conducted to determine whether it is in the best interest of the pupil to remain in independent study. If the evaluation finds that it is not in the best interest of the student to remain in independent study, the student may be involuntarily removed and the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies and has been involuntarily removed from the school. This letter will be sent by registered mail and the student's district of residence will be notified. A written record of the findings of any evaluation made as a result of missed assignments shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school the record shall be forwarded to that school.

**Special Education Students**

If the at-risk student is an identified Special Education student, including a student with an IEP or 504 plan, the teacher will contact the Special Education Department and comply with all provisions of applicable law in addressing any concerns, including a failure to meet the minimum qualifications of independent study or governing board policies.

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**PROGRESS IMPROVEMENT NOTIFICATION- WITHDRAWAL  
NOTIFICATION**

The following is the procedure and evaluation determination letter for Sage Oak's Progress Improvement Notification (PIN) Process as outlined in the Attendance, Support, and Involuntary Removal Policy.

**Procedure**

1. Executive Director or designee will -
  - a. Make a copy of the template
  - b. Rename the copy title by adding the student name in front of the title and remove the word template (Ex. LeAnn Snee Removal Notification)
  - c. Fill in the highlighted sections
  - d. Remove highlights
  - e. Send to send to the family; CC the Director of Student Services and the Director of Education Services
2. Clerks/Technicians/Manager will -
  - a. Email and mail a hard-copy to the family through certified mail
  - b. Copy the Teacher/EA, Director of Student Services, Director of Education Services, Executive Director, and Assistant Director of Assessment (if it is an assessment-related related PIN) on the email
  - c. Upload the Withdrawal Notification as a PDF to the Student Information System (SIS)
  - d. **Notify the district of residence.** Notification of the district of residence can be sent via registrar upon drop

**Letter**

Sage Oak, \_\_\_\_\_ (fill in school name student is enrolled in)

Parent/Guardian Name

Concerning: Student Name, SSID #

Notification of removal from school

Date

Dear Parent/Guardian Name,

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**PROGRESS IMPROVEMENT NOTIFICATION- WITHDRAWAL  
NOTIFICATION**

IF NO REQUEST FOR HEARING, USE THIS VERBIAGE: In accordance with our Attendance, Student Support, and Involuntary Removal Policy (attached), your student has been removed from the charter school effective \_\_\_\_\_ (put drop date).

IF HEARING CONDUCTED, USE THIS VERBIAGE: As a result of the appeal hearing, and in accordance with our Attendance, Student Support, and Involuntary Removal Policy (attached), your student has been removed from the charter school effective \_\_\_\_\_ (put drop date).

The involuntary removal of your student from the school does not prohibit re-enrollment in the future. In order to apply for re-enrollment, the student must complete an educational rehabilitation plan consisting of at least 95% positive attendance for one complete school year at a public or private school, as well as the completion of all schoolwork consistent with school policies at a public or private school. Be prepared to submit documentation of the completed rehabilitation plan prior to applying for re-enrollment.

Sincerely,  
The Sage Oak Administration

### Sage Oak

#### Attendance, Student Support, and Involuntary Removal Policy\*

The school's goal is for students to be successful and to achieve high academic standards. The purpose of this policy is to outline the school support that will be provided and the steps that will be taken if the parent/guardian and student responsibilities are not fulfilled. The parent/guardian is responsible for ensuring that:

1. the student completes assigned learning and/or standards for each learning period
2. the parent and the student attend required school meetings (including but not limited to learning period meetings and special education services)
3. the parent and the student abide by all school/Governing Board policies
4. the student completes required school assessments

#### **Outline of Responsibilities that May Result in Involuntary Removal**

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**PROGRESS IMPROVEMENT NOTIFICATION- WITHDRAWAL NOTIFICATION****Attendance**

The credentialed teacher of record awards attendance in accordance with applicable law and based on two criteria:

1. The overall amount of learning completed/attained.
2. That some learning occurred on each date of attendance.

As indicated in the Governing Board independent study policy, once a student has three missed assignments during a given learning period, the student is no longer in good standing. For purposes of attendance, three assignments are defined as 30% of the assigned learning for the given learning period. The student must complete at least 70% of the learning for that period and must be able to demonstrate that learning to the teacher of record in order to remain in good standing. The credentialed teacher of record uses their professional determination to assign the percent of learning that occurred. Additionally, the student must bring a work sample that aligns with their learning in each of the courses in which the student is enrolled.

The student and parent/guardian must attend all scheduled learning period meetings. Missing a meeting results in zero attendance being awarded and a second meeting must be scheduled within five days to evaluate if attendance may be claimed.

**Governing Board Policies**

In addition to attendance, the parent/guardian and student must abide by all board-approved policies. These policies include, but are not limited to:

1. [Academic Integrity Policy](#)
2. [The Civility Policy](#)
3. [The Acceptable Use Policy](#)

**Additional Parent/Guardian and Student Responsibilities**

The parent/guardian is also responsible for:

1. Ensuring the student completes all mandated school assessments
2. Providing any necessary documentation and information to the school in order to record attendance in accordance with applicable law

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**PROGRESS IMPROVEMENT NOTIFICATION- WITHDRAWAL  
NOTIFICATION**

3. Ensuring the school receives all required documentation for continued enrollment, such as proof of residency
4. Responding to the school's communication and if unable to be reached within the first ten (10) school days, the student will be involuntarily removed

**Outline of School Support and Process that May Lead to Student Involuntary Removal****First Progress Improvement Notification**

If a parent/guardian or a student fails to meet the responsibilities outlined above, the school will send a letter to the parent/guardian informing the family that the student has failed to meet the minimum standards of independent study and/or the Governing Board policies. The letter will include the reason for the notification so the parent/guardian and the student are aware that they are not fulfilling their independent study responsibilities.

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**PROGRESS IMPROVEMENT NOTIFICATION- WITHDRAWAL  
NOTIFICATION**

meeting will be to develop a plan to support the student's success. An additional follow-up learning period meeting must occur within ten (10) school days of the student support meeting. This meeting will take place to ensure the student has begun making adequate progress.

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