
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 and student 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
5. the student abides by the school’s Satisfactory Educational Progress policy.

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 their entire body of work that aligns with their learning in each of the courses in which the student is enrolled. Teachers will review attendance claims at the end of each learning period and the school will notify parents if the student is in violation of the policy. The notification will include the Attendance, Student Support, and Involuntary Removal Policy.

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
3. The Acceptable Use Policy

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4. Satisfactory Educational Progress 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 verify current contact information for the parent and 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 and/or failed to make satisfactory educational progress, 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 required school 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 verify current contact information for the parent and the school will send a letter to the parent/guardian informing the family that the

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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 and/or failed to make satisfactory educational progress, 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 academically, as well as provide resources for health and social services, if applicable. 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 still be held with the teacher and school designee.

If the reason for the notification is that the parent/guardian or the student missed a required school meeting, a follow-up meeting must occur within five (5) school days. A student support meeting does not need to take place if the notification is issued for a missed required school meeting.

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 verify current contact information for the parent and 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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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. 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.

PROGRESS IMPROVEMENT NOTIFICATION - FIRST NOTIFICATION

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

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 # _____ /has not made satisfactory educational progress/ has missed a required school meeting. on _____ DATE _____ (choose the correct one and fill in the blanks).

In alignment with the Attendance, Student Support, and Involuntary Removal Policy (attached), the student will be issued a progress improvement notification.

It’s important to Sage Oak that our students follow the aforementioned policy 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 or lack of satisfactory educational progress) 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

Administrator Name, 888-435-4445, Email

PROGRESS IMPROVEMENT NOTIFICATION- SECOND NOTIFICATION

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

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 ___#___/has not made satisfactory educational progress//your student has missed a required school meeting on, _____ DATE _____ (choose the correct one and fill in the blanks).

In alignment with the Attendance, Student Support, and Involuntary Removal Policy (attached), the student will be issued a progress improvement notification.

It's important to Sage Oak that our students follow the aforementioned policy and are supported by the school so that we can set our students and school up for long term success.

Since this is the second progress improvement notification in the same school year and it is being issued for completing less than 70% of the work that should have occurred for learning period ___#___/not making satisfactory educational progress, 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

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for a missed meeting and ten for lack of work, lack of satisfactory educational progress, absent for three days or 60% of instructional days in a week) 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.

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

TF/EA Name, Number, Email

Administrator Name, 888-435-4445, Email

PROGRESS IMPROVEMENT NOTIFICATION- THIRD NOTIFICATION

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

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 ___#___/has not made satisfactory educational progress//your student has missed a required school meeting on, _____DATE_____ (choose the correct one and fill in the blanks).

In alignment with the Attendance, Student Support, and Involuntary Removal Policy (attached), the student will be issued a progress improvement notification.

Since this is the third progress improvement notification within the same school year, the administration 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 administrator’s evaluation within three school days.

Sincerely,

The Sage Oak Administration

Teacher/EA Name, Number, Email _____

Administrator Name, 888-435-4445, Email _____

**PROGRESS IMPROVEMENT NOTIFICATION- EVALUATION
DETERMINATION LETTER**

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

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,

A PIN (Progress Improvement Notification) evaluation has been conducted. As a result, your student 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 student will be removed from the charter school.

Sincerely,

The Sage Oak Administration