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## ATTENDANCE, SUPPORT, AND INVOLUNTARY DISENROLLMENT POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Attendance, Support, and Involuntary Disenrollment Policy to apply to all students at SOCS. The research shows that missing 10 percent of school for any reason can translate into pupils having difficulty learning to read by third grade, achieving in middle school, and graduating from high school. 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's responsibilities are not fulfilled.

The parent/guardian and student are responsible for:

1. the student completing assigned learning and/or standards for each learning period
2. the parent/guardian and the student attending required school meetings (including but not limited to learning period meetings and special education services)
3. the parent/guardian and the student abiding by all school/Governing Board policies
4. the student completing required statewide, Charter School, or special education assessments
5. the student abides by the school's Satisfactory Educational Progress policy.

### Involuntary Disenrollments

For purposes of this policy, “involuntary disenrollment” includes disenrolled, dismissed, transferred, or terminated, **but does not** include suspensions or expulsions. The Charter School has separate policies for disciplinary removals and will follow all applicable suspension and expulsion policies and procedures.

Charter school students with IEPs and/or 504 plans may be also subject to involuntary disenrollments described in this policy. If the at-risk student has an IEP and/or 504 plan, the teacher will contact the Special Education Department. Sage Oak will comply with all applicable federal and state laws when a special education student is being considered for an involuntary disenrollment.

### Violations that May Result in a Recommendation for Involuntary Disenrollment

Involuntary disenrollment may be recommended for violation of any of the following non-disciplinary school policies:

- Attendance
- Academic Integrity
- Civility
- Acceptable Use

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- Satisfactory Educational Progress

Involuntary disenrollment may also be recommended for any of the following non-disciplinary reasons consistent with state law:

- Student fails to complete required statewide, Charter School, or special education assessments
- Failure to provide documentation and information to the school in order to record attendance in accordance with applicable laws
- Failure to provide requested documentation for continued enrollment, such as proof of residency
- Failure to attend and respond to school communications during the first ten (10) school days.

### Attendance

“Attendance” means the attendance of Charter School students while engaged in educational activities required of them, on days when school is actually taught. The credentialed teacher of record awards attendance in accordance with applicable law, as follows: the extent of the time value of student work products or the combined time value of pupil work product and pupil participation in synchronous instruction 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's 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 percentage 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 Disenrollment Policy.

### Violation of Other Board Policies or Non-Disciplinary Reasons

The school will notify parents or students over eighteen if the credentialed teacher of record or school administrator has identified a violation of a board policy or non-disciplinary violation.

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The school will follow the re-engagement process outlined below, and the notification will include a copy of the Attendance, Student Support, and Involuntary Disenrollment Policy.

### **Student Re-Engagement Process**

#### **First Student Re-Engagement**

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 re-engagement so the parent/guardian and the student are aware that they are not fulfilling their independent study responsibilities.

- If the reason for the re-engagement 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 five (5) 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 meeting must occur within five (5) school days.
- If the reason for the re-engagement is because the student did not attend a required assessment session, including statewide, Charter School, or special education assessments, the student must attend the next scheduled assessment session. If the student cannot attend the next scheduled assessment session, the parent/guardian must provide at least 24-hour notice before the assessment is to take place.
- If the reason for re-engagement is not one of the three bullet points listed above, but for a different non-disciplinary reason, the student and parent/guardian will receive notice of the specific violation and will be notified that another violation may result in a second re-engagement.
- If the reason for the re-engagement is because the student did not attend seven (7) special education related services, the student must attend the next scheduled special education service and a meeting regarding attendance may be held. Seven (7) additional missed special education services will result in a second re-engagement.

#### **Second Student Re-Engagement**

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 the 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 to the school.

- If the reason for the second re-engagement 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. 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 academic success and provide access to health, mental health, and other supportive or social services if applicable. An additional follow-up learning period meeting must occur within five (5) 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 the next required school meeting, a third 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.
- If the reason for the re-engagement is because the student did not attend the next required school assessment session, including statewide, Charter School, or special education assessments, the student must attend the next scheduled school assessment session. If the student cannot attend the next scheduled assessment session, the parent/guardian must provide at least 24-hour notice before the assessment is to take place. Failure to do so may result in a recommendation for involuntary disenrollment.
- If the reason for re-engagement is a second violation of a different non-disciplinary policy or other non-disciplinary reason, the student and parent or guardian must attend a meeting with a school administrator.
- If the reason for the re-engagement is because the student did not attend seven (7) additional special education related services, the student must attend the next scheduled special education service.
- If the student is eligible for special education or has a Section 504 plan, SOCS may convene an IEP or Section 504 meeting, respectively, within a reasonable amount of time to discuss whether the reason for the re-engagement is related to the student's disability and whether the IEP or Section 504 plan needs to be updated.

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### Third Student Re-Engagement and Recommendation for Involuntary Disenrollment

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

The school will verify current contact information for the parent and will send written notice 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, including the results of the evaluation. The notice will also state whether the student may be involuntarily disenrolled, and identify a date at least five school days after the date of the notification for the involuntary disenrollment, consistent with this policy.

- No student shall be involuntarily disenrolled for any reason unless the parent/guardian of the student has been provided written notice of intent to disenroll the student no less than five school days before the effective date of the action. This written notice will be sent by registered mail, and shall be in the native language of the student or the student's parent/guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform the student, the student's parent/guardian, or the student's educational rights holder of the basis for which the student is being involuntarily disenrolled and the student's right to request a hearing to challenge the involuntary disenrollment.
- If the student's parent/guardian, or educational rights holder requests a hearing, SOCS shall provide the hearing consistent with this policy, and the student shall remain enrolled and shall not be disenrolled until SOCS issues a final decision.
- If the student is eligible for special education or has a Section 504 plan, SOCS may convene an IEP or Section 504 meeting, respectively, prior to disenrolling the student to discuss whether the reason for the involuntary disenrollment is related to the student's disability and whether the IEP or Section 504 plan needs to be updated. If the team determines the reasons are related to the disability, the IEP or Section 504 team will also determine whether additional assessment is needed and/or whether the IEP or Section 504 Plan should be amended. SOCS will follow all applicable state and federal laws for

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both the evaluation and IEP/Section 504 meetings. If needed to accommodate an assessment process, IEP, or Section 504 meeting, the involuntary disenrollment process may be paused pending the outcome of an evaluation and subsequent meeting. This letter will be sent by registered mail and the student's district of residence will be notified.

- If no hearing is requested, the student will be disenrolled five school days from the date of the notice, consistent with this policy.

### Involuntary Disenrollment Hearing Procedures

The parent, guardian, educational rights holder, or student eighteen or older must request a hearing on or before the date of the involuntary disenrollment identified in the written notice.

When a hearing is requested, the superintendent or designee will appoint a neutral hearing officer. The superintendent or designee's decision to appoint a hearing officer is final. SOCS will convene the hearing within a reasonable amount of time, and at most, on or before thirty (30) calendar days from the date of the hearing request. Pending the results of the hearing, the student shall remain enrolled at SOCS.

SOCS will send written notice to the parent, guardian, educational rights holder, or student eighteen or older, which shall include the following information:

- The date, time, and address of the involuntary disenrollment hearing
- That the hearing shall be adjudicated by a neutral hearing officer, who is neither a current teacher of the student nor the administrator recommending the involuntary disenrollment
- That a SOCS representative will be present at the hearing to present testimony, evidence, and/or witnesses to support the recommendation for involuntary disenrollment
- That the student may present testimony, evidence, and/or witnesses
- That the student has the right to bring legal counsel or an advocate
- That the parent, guardian, educational rights holder, or student eighteen or older must notify SOCS if they will have such representation so that SOCS can determine if it will also be represented
- That the parent, guardian, or educational rights holder and the student or only the student if he/she is over eighteen must be present at the hearing

**On the date of the hearing, if the parent, guardian, educational rights holder and the student are not present, the hearing shall be canceled, and the student shall be considered involuntarily disenrolled as of the date of the hearing.** SOCS will send written notice to the

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parent, guardian, educational rights holder, or student eighteen or older that the student has been involuntarily disenrolled.

The neutral hearing officer will consider testimony, evidence, and/or witnesses presented by SOCS and the student. After both SOCS and the student have had a fair opportunity to present their cases, the neutral hearing officer shall make a decision. Written notice of the decision will be issued to the parent, guardian, educational rights holder, student eighteen or older, and the superintendent within five school days of the involuntary disenrollment hearing.

The neutral hearing officer's decision shall be final unless the decision is timely petitioned to the Governing Board as explained below.

If the decision is to involuntarily disenroll the student, they will be considered disenrolled as of the date of the written notice, and SOCS shall notify the student's district of residence.

If the student is not involuntarily disenrolled, he/she shall remain enrolled at SOCS. Nothing in the decision will prevent SOCS from making a similar recommendation in the future, consistent with this policy.

The parent/guardian shall have the right to petition the Charter School Governing Board to reverse a decision to involuntarily disenroll their student. The petition shall be made in writing within 10 calendar days of the receipt of the hearing officer's decision and must at a minimum explain the reasons why the Governing Board should reverse the decision and a description of all supporting facts.

Upon receipt of the petition, the Governing Board may request more information from the parties in writing and at a regularly scheduled board meeting, in closed session:

1. deny the petition; or
2. reverse the decision and re-enroll the student.

The Charter School Governing Board's decision on a petition to reverse an involuntary disenrollment shall be final.