
MEETING POLICY

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Meeting Policy to apply to all students enrolled in SOCS. Meetings include but are not limited to learning period meetings, special education services, special education assessments, state and local assessments, and academic classes/courses.

General Guidelines for all Meetings:

1. Meeting dates and times must be mutually agreed upon by the teacher, student, and parent/guardian within school hours with the exception of certain assessment requirements and/or special education services that are scheduled by the school.
2. The teacher, student, and parent/guardian listed on the master agreement must be present during the entire meeting.
3. Learning period meetings should be scheduled according to the learning period meeting guideline of one hour per student minimum. Teachers must review the entire body of work for the learning period and collect the appropriate documentation necessary to support it.
4. Teachers and students must conduct themselves in an appropriate and professional manner complying with all applicable Charter School policies, including, but not limited to the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy; the Civility Policy; the Suspension and Expulsion Policy and Procedures; and any other applicable conduct related Charter School policies. Failure to comply with Charter School policies may result in disciplinary action, consistent with the applicable policies and their procedures.
5. Attendance at all required meetings shall be governed by the Attendance, Support, and Involuntary Disenrollment Policy, which is available on the school website. Failure to abide by this policy may result in involuntary disenrollment.

Additional Guidelines for Virtual Meetings

1. Virtual meetings must take place using SOCS’ adopted virtual platform unless it is required by a state assessment to utilize a specified secure browser.
2. Virtual assessment (CAASPP, ELPAC, iReady, etc.) meetings must comply with all assessment requirements per the test guidance and should follow the requirements outlined in the Virtual Proctoring Policy.
3. During the duration of the virtual meeting, the video camera must be on and directed at the teacher, student, and parent/guardian such that there is a clear, unobstructed view of their face, head, and shoulders.

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- a. Upon two (2) or more violations of this video camera guideline, SOCS may complete a home visit to conduct a welfare check of the student.
4. Teachers, students, and parents/guardians shall attempt to participate in the virtual meetings in a private, quiet location, and to limit any background noise or distractions.
5. Virtual meetings are considered equivalent to in-person meetings and must replicate the same level of interaction, engagement, and access to the student, including the review of the entire body of work, as face-to-face meetings.
6. Virtual meetings must follow all requirements of the student Acceptable Use Policy and Personnel Acceptable Use of Technology Policy, which are available on the school website.
7. The virtual meeting option may be revoked if:
 - a. students or parents/guardians do not follow the general guidelines listed above.
 - b. it is found that a teacher, student, or parent/guardian are not conducting or participating in virtual meetings with the same level of excellence and with the same criteria as in-person meetings.