
SPECIAL EDUCATION MISSED SERVICES POLICY

The Special Education (“SPED”) department of California Pacific Charter Schools (“CPCS” or the “Charter School”) is required to provide a Free and Appropriate Education (“FAPE”) to all SPED students. The purpose of this policy is to outline the steps that will be taken by the SPED department if the parent/guardian and student responsibilities are not fulfilled per a signed Individualized Education Plan (“IEP”).

The following process will be followed when a SPED student is not attending their SPED and/or related service(s). A “no show” is a cancellation with less than 24 hours notice to the SPED provider.

1. Case manager and/or service provider will keep track via a contact log of how many no-shows to a SPED and/or related service(s) a student has accumulated.
2. Once a student accumulates three (3) no-shows to SPED and/or related service(s), the case manager will contact a program specialist, and the SPED provider will email the student’s case manager with dates of services missed. SPED administration contacts parent/guardian to discuss the reason(s) for missed services. SPED administrator will confirm with parent/guardian the date/time of the next scheduled SPED and/or related service(s) to ensure student attendance.
3. A FAPE IEP is held after a total of five (5) no-shows to services. During the FAPE IEP meeting, the SPED administrator will discuss FAPE with the parent/guardian along with the IEP teams concerns and the following available options:
 - a. Parent/guardian can ensure student attends SPED and/or related service(s) and CPCS will continue to monitor compliance. SPED administrator will discuss options with parent/guardian to ensure attendance at SPED and/or related services such as switching the date/time of service and/or delivery model (virtual or in-person).
 - b. Parent/guardian can choose to enroll student in a traditional brick and mortar school where the student would be ensured access to FAPE.
 - c. CPCS can file due process to ensure student is receiving FAPE.
4. Subsequent missed services following a FAPE IEP will result in a referral to the SARB (student attendance review board) for an evaluation on whether it is in the student’s best interest to remain in CPCS’s independent study program.
5. If the SARB determines that it is not in the student’s best interest to remain in the independent study program, an additional IEP meeting will be held with parent/guardian to discuss issues of the student not attending SPED and/or related services. The IEP Team will be tasked with determining if the absences are a manifestation of the student’s disability and if the student will engage in the involuntary student removal process.
6. If a change of placement is determined by the IEP team, parent/guardian consent would

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be required. CPCS cannot voluntarily withdraw a student without parent/guardian consent. If the IEP team determines that absences and missed services are not a manifestation of the student's disability, CPCS administration will take the steps to involuntarily withdraw the student citing that it is not in the student's best interest to remain in the independent study program.

7. If the parent/guardian is not in agreement with the decision to involuntarily withdraw the student, within 5 calendar days of the date of the involuntary withdraw notification, the parent/guardian can submit a written request for an appeal hearing.