
ATTENDANCE AND INVOLUNTARY REMOVAL POLICY

A strong correlation exists between student attendance in school and high academic achievement. Students who are habitually truant or chronically absent have an increased probability of low academic achievement or eventually dropping out of school. California Pacific Charter Schools (CPCS) is committed to student success. In compliance with independent study law and in order to support all students in their academic achievement, CPCS maintains the following attendance policy.

ATTENDANCE OVERVIEW

Attending a non-classroom based charter school can be an exciting educational adventure. However, without the constraints of classroom walls, students must decide when and where to work on course assignments within the guidelines of the program. Most students need extra guidance with these decisions when first starting an independent study program. Parents and teachers must work in partnership to provide the necessary guidance and direction for students to attend school and complete assigned work.

CPCS provides students with the opportunity to experience engaging, rigorous coursework while attending a school with greater flexibility than a traditional school setting. However, as a provider of public school education, CPCS must comply with state attendance regulations for non classroom based charter schools and schools who offer independent study programs.

CONDUCTING AN EVALUATION

An evaluation shall be completed to determine whether it is in the best interests of the student to remain in independent study in the following circumstances: in the event that 10 graded assignments are missed in a learning period (approximately 20 school days) or in the event that a student's educational progress falls below satisfactory levels as determined by the Charter School's Adequate Progress Policy. This evaluation will be documented in the attendance record and learning record documents and will be maintained as a mandatory interim student record which shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

WEEKLY ATTENDANCE MONITORING AND TRUANCY NOTICES

Student attendance is monitored on a weekly basis.

Online Independent Study Program: The program expectation is that students log-in to their online coursework and complete assignments or engage in educational activities each day. A record of completed assignments/body of work is stored within the learning management system.

Independent Home Study Program: The program expectation is that students complete standards based assignments following their course of study learning plan each day. Students record their assignment completion by filling in their learning log daily with a description of learning/activities for each enrolled course. A record of completed assignments/body of work is submitted weekly.

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Failure to complete assignments or engage in educational activities for less than three (3) days in a week will result in a truancy notification. The Charter School has adopted tiered reengagement strategies, outlined in the School's Independent Study Policy, for all pupils who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week.

COMMUNICATION AND NOTIFICATIONS

Students who are not attending school in accordance with the Charter School's independent study policy will receive a truancy notification by email from the school attendance coordinator and will be contacted by their teacher of record/homeroom teacher. For all pupils who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of the written agreement pursuant to Education Code Section 51747(g). Notification to parents or guardians of lack of participation will be provided within one school day of the absence or lack of participation.

REQUIRED CONFERENCES/MEETINGS

Students placed on attendance contracts will be required to attend a meeting with the homeroom teacher. Failure by the student or parent/guardian to attend a meeting with the homeroom teacher will result in a referral for a meeting with school administration.

ATTENDANCE CONTRACTS

Two (2) truancy notifications will result in a warning for the student to be placed on an attendance contract. A third truancy notification will result in a student being placed on an attendance contract outlining program expectations.

ATTENDANCE CONTRACT VIOLATIONS

Students in violation of an attendance contract will be required to attend a meeting with a school administrator. This may lead to an evaluation by the school's **Student Attendance Review Board (SARB)** and involuntary removal** from the school's independent study program. This may include an attendance supervisor or his or her designee, a peace officer, a school administrator or his or her designee, or a probation officer arresting or assuming temporary custody, during school hours, of any minor subject to compulsory full-time education or to compulsory continuation education found away from his or her home and who is absent from school without valid excuse within the county, city, or city and county, or school district. EC 48263 and 48264.

NO SHOW OR NO ATTENDANCE FOR 10 SCHOOL DAYS

If a student enrolls in CPCS's independent study program but never attends, the school will make a reasonable effort to contact the family inquiring whether they intend to stay enrolled in the program. Reasonable effort may include three separate attempts to contact the family, either by phone, regular mail, or electronic mail. If the family does not respond to the school's attempts for information, the school will proceed with removing the student from the independent study program. Removal of the student will be expedited if the student is found enrolled in another

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school in CALPADS.

If a student enrolls in CPCS's independent study program, but at any point, fails to attend for 10 consecutive school days, the school will make a reasonable effort to contact the family inquiring whether they intend to stay enrolled in the program. Reasonable effort may include three separate attempts to contact the family, either by phone, regular mail, or electronic mail. If the family does not respond to the school's attempts for information, the school will proceed with removing the student from the independent study program.

ADDITIONAL CONSIDERATION FOR PUPILS WITH A SECTION 504 PLAN OR IEP

Meetings may be held for pupils that have a section 504 Plan or an IEP (as applicable). The meetings may be conducted to determine:

1. Whether the truancies were a direct manifestation of the student's disability; or
2. Whether the truancies were the direct result of the school's failure to implement the section 504 Plan or IEP (as applicable).

If the answer to either (1) or (2), above, is yes, then the truancies are a manifestation of the pupil's disability and the school will continue to follow applicable state and federal laws to ensure that the pupil is offered a free appropriate public education (FAPE).

If the answer to either (1) or (2), above, is no, then the pupil may be removed from the independent study program consistent with the school's attendance policy.

INVOLUNTARY STUDENT REMOVAL/WITHDRAW

An evaluation will be conducted by the school's **Student Attendance Review Board (SARB)** for students who are not able to meet expected program attendance or adequate progress requirements to determine whether it is in the student's best interest to remain enrolled in the school's independent study program. If the result of the evaluation determines that a student continues to not meet attendance requirements, despite efforts by the school to support the student's academic success, the student may be involuntarily removed** from the program. The withdraw will occur in accordance with the student involuntary removal process, citing that it is not in the best interest of the student to remain in the independent study program. If a student is removed from the independent study program, a notice will be sent to the district of residence within 30 days.

The student will always be eligible to return to his/her local school district. The Charter School will assist with the transition of pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. The plan to transition pupils whose families wish to return to in-person instruction shall be as follows: provide parents with their district and county of residence's contact information.

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*****AB 1360 (The Charter shall) "Contain a clear statement that no pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five school days before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil's parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder, and shall inform him or her of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil's parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until the charter school issues a final decision. For purposes of this clause, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses."***

APPEAL HEARING

Once the evaluation is complete, if it is determined that it is not in the best interest of the pupil to remain enrolled in the independent study program, the Parent(s)/Guardian, or adult student (pupil is over age 18) shall be notified in writing of the school's intent to remove the pupil from the program. The notice shall be in the native language of the Parent(s)/Guardian, or adult student and provided no less than five (5) school days before the effective date of the pupil's removal.

The notice shall include the following:

1. The school's intent to remove the pupil, as it is not in their best interest to remain in the independent study program.
2. The opportunity of the Parent(s)/Guardian or adult student to request a hearing that follows the same procedures as the school's discipline hearing. Parent(s)/Guardians, or adult students must submit a request for an appeal hearing within five (5) days from the date of the notice.
3. If Parent(s)/Guardian or adult student requests a hearing:
 - a. It will be scheduled following the school's expulsion hearing procedures as outlined in the school's charter.
 - b. The pupil shall remain enrolled and shall not be removed until the school issues a final decision.
4. If no hearing is requested, the pupil shall be removed from the school on the date listed on the notice.
5. If a student is removed from the independent study program, a notice will be sent to the district of residence within 30 days.

ATTENDANCE- STUDENT EXPECTATIONS*

- a. Students are expected to complete 100% of assigned course work by the given due date(s).

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- b. Students are required to log in and to work on assignments in their online courses each school day. **
- c. Students are required to post in the learning log a brief summary of any work completed on or off line for the day.
- d. If a student has difficulty with an assignment or has questions on an assignment, it is his/her responsibility to reach out to his/her instructor.
- e. Despite any technical difficulty, students are responsible for completing their academic assignments and adhering to the attendance policy.
- f. Students are required to attend Live Sessions for each of their courses per the course/school policy or identified by the academic year.
- g. Students must check in with their teachers on a weekly basis via phone, text message, online classroom, or email.
- h. Students are required to attend all state testing in person at a designated location.
- i. Students are expected to attend all required classes, meetings, and appointments, as determined by the program.
- j. Students are expected to attend all scheduled meetings with the student's homeroom teacher, counselor, SAI provider, administrator, or other specialized service providers.

**Note: Specific state attendance requirements may vary and are delineated in the Student/Parent Handbook. Even if all assignments are completed prior to the due dates, students must log in to the system and check the following daily: Emails, Grades, Announcements, class Live Sessions, and class meetings. Students are required to journal their educational activities, both online and offline, including Live Session attendance.*

***Note: There are certain times and situations that are exempt from the above requirement (e.g., certain holidays, religious holidays, pre-arranged family vacations, and family emergencies).*

ATTENDANCE PROCESS AND TIERED REENGAGEMENT STRATEGIES

1. Attendance of less than three (3) school days in a week, as defined by completing a daily assignment or being engaged in a daily educational activity, will result in an initial truancy notification and warning. Pupils who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of the written agreement pursuant to Education Code Section 51747(g) will receive a notification of lack of participation. Notifications of lack of participation will be sent to parents, guardians, or adult students within one school day of the absence or lack of participation.
2. A second violation of school attendance less than three (3) days in a week, as defined by completing a daily assignment or being engaged in a daily educational activity, will result in a second truancy notification and warning of issuance of an academic contract.
3. A third violation of school attendance less than three (3) days in a week, as defined by completing a daily assignment or being engaged in a daily educational activity, will result in a third truancy notification and issuance of an attendance contract.

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4. Students who are issued an attendance contract are required to meet with their homeroom teacher to discuss additional supports and interventions that can lead to expected school attendance in the independent study program.
5. Continued truancy and violation of an attendance contract will result in a fourth truancy notification and notification of violation of the attendance contract. A fourth truancy and violation of an attendance contract requires a meeting with a school administrator. This may lead to an evaluation by the school's **Student Attendance Review Board (SARB)**, which may result in an involuntary removal of the student from the independent study program.
6. A fifth violation of school attendance less than three (3) days in a week, as defined by completing a daily assignment or being engaged in a daily educational activity, will result in notification of an attendance evaluation by the school's **Student Attendance Review Board (SARB)**. This evaluation will be documented in the attendance record and learning record documents and will be maintained as a mandatory interim student record which shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school. The purpose of the attendance evaluation is to determine whether it is in the student's best interest to remain enrolled in the school's independent study program. If the result of the school's attendance evaluation determines that the student has failed to meet program attendance expectations, despite efforts made by the school to support the student's academic success, the student may be involuntarily removed** from the program. Student removal from the independent study program will be in accordance with the student involuntary removal process, citing that it is not in the best interest of the student to remain in the independent study program.
7. Additional steps or meetings may be held for pupils that have a section 504 Plan or an IEP.