



Non-Compliance Policy and Procedures

Clarksville Charter School is committed to ensuring students are appropriately engaged in learning, particularly as it correlates to attendance reporting. After the Non-Compliance Process has been seen through, it may be determined that Independent Study is not the best educational placement for the student and as such, the student may be Administratively Withdrawn.

The purpose of the Clarksville Charter School Governing Board approving this Non-Compliance Policy is to accomplish the following:

1. Define Non-Compliance
2. Outline the Student's Responsibility to complete Work/Progress, Assignments/Work Samples, Student Activity Logs
3. Outline the Parent's and Student's Responsibility to Schedule and Attend Monthly Learning Period Meetings
4. Establish Communication Requirements with the Homeschool Teacher (HST)
5. Outline the Non-Compliance Procedures
6. Outline the Procedures for the HST when sending the First Non-Compliance Letter
7. Outline the Procedures for the HST when sending the Second Non-Compliance Letter
8. Outline the Procedures for the Administrative Conference
9. Outline the Procedures for an Administrative Withdrawal

1. **Non-Compliance Definition:** Non-Compliance is defined as meeting one or more of the following criteria:

- Missing 2 or more assignments during a learning period
- Missing 1 or more attendance logs
- Missing a scheduled Learning Period Meeting after 2 attempts have been made to reschedule
- Not responding to communication from Homeschool Teacher after 3 attempts have been made
- Not submitting work samples when requested

2. **Student Work/Progress, Assignments/Work Samples, and Student Activity Logs:** It is required that all Homeschool Teachers (HSTs) review and affirm student learning and collect Student Activity Logs and Work Samples every learning period. It is also required that all HQTs monitor work completion and progress for High School Students, if using an HQT. When any pupil fails to complete two (2) assignments during any learning period, or has missed one or more work samples, the HST should then start the Non-Compliance Process.
3. **Monthly Learning Period Meetings:** It is the parent's and student's responsibility to make every effort to schedule and attend monthly learning period meetings every twenty school days. If the meeting is not successfully held, the HST will make two more attempts to reschedule within the next ten school days. If the meeting is still not successfully held it could be determined that the family has not met the school's meeting expectations and the HST should start the Non-Compliance Process.
4. **Communication Requirements with the Homeschool Teacher:** HSTs will keep positive and open lines of communication with each family. HSTs will follow a communication pattern with a pairing of a phone call and email message, and document in Contact Manager. If an initial communication pair (#1) is not responded to within two school days, the HST will attempt to reach the family again with another communication pair (#2). If the second communication pair is not successful, the HST will attempt a third communication pair (#3) and start the Non-Compliance Process by sending Non-Compliance Letter #1.
5. **Non-Compliance Procedures:**

Step 1: The HST will call and email the family when a concern or issue arises. The HST will clearly state why the family or student is in non-compliance and provide a 5-day plan for them to come back into compliance.

Step 2: If, after 5 school days, the family or student is still in non-compliance, the HST's Instructional Team Advisor will call and email the family and offer another 2 school days for them to come back into compliance.

Step 3: If, after 2 school days, the family or student is still in non-compliance, a letter will be emailed and sent via certified mail notifying the family they have an additional 5 school days to come into compliance.

Step 4: If, after 5 school days, the family or student is still in non-compliance, a second letter will be emailed and sent via certified mail notifying the family that an Administrative Conference has been scheduled to determine next steps.

Step 5: During the Administrative Conference the best course of action will be determined. This may include an Administrative Withdrawal of the students in non-compliance.

If at any point in time a family or student becomes compliant, the non-compliance process stops. However, if there is relapse in non-compliance, the process will pick back up at the point at which it was left off.

6. **First Non-Compliance Letter:** Should any of the items listed in the Non-Compliance Process occur and there have been three Communication Pairs attempted, upon the third attempt, the HST will:

- Send Non-Compliance Letter #1 to the family via email and certified mail.
- Document date letter was sent, issue, and tracking number in Contact Manager
- Remind student/family of the appropriate sections of the Master Agreement and Parent-Student Handbook that specifically address the issue/concern.
- Talk with the family to see what the issues/concerns are on both sides as well as develop a plan to support the student and resolve any issues.
- Hold all Instructional Funds until the family is compliant.

7. **Second Non-Compliance Letter:** Without satisfactory resolution or response to the issues described in the Non-Compliance Letter #1 within five school days, the HST will:

- Attempt to call and email the family (Communication Pair #4)
- Determine a day and time to schedule an Administrative Conference with the parent(s)/guardian(s), HST, and an Assistant Director or Director, to be specified in Non-Compliance Letter #2. Date should be no sooner than the 6th school day from the date of the letter.
- Send Non-Compliance Letter #2 to the family via email and certified mail.
- Document date letter was sent, issue, and tracking number in Contact Manager
- Remind student/family of the appropriate sections of the Master Agreement and Parent-Student Handbook that specifically address the issue/concern.

Letter #2 gives the family the opportunity to communicate and work with their HST to address and problem-solve the issues of concern. Should the family fail to communicate to their HST within five school days from the date the letter was sent, the parent/guardian must either communicate and resolve the indicated issues with their HST or attend the Administrative Conference as scheduled in the letter.

8. **Administrative Conference:** Without satisfactory resolution to the issues/concerns, the HST will:

- Send out a video conference invitation to all participants.
- Attempt to remind/confirm the parent/guardian of the call via phone and email. Document the communication in the Contact Manager.
- Document date the Administrative Conference was held including a brief summary of the outcome in the Contact Manager.

A team composed of Parent(s)/Guardian(s), HST, and an Assistant Director or Director must be present at the Administrative Conference. During this time the team will work towards resolution of the issues/concerns as well as determine if this is the best placement for the student. School Administration may determine the following:

- Independent Study is in the best interest of the student.
- The need to place the student on a student improvement plan.
- The need to implement different strategies to collect compliance documents (Student Activities Logs and or Work Samples).
- Determine that it is not in the student's best interest to remain in our independent study program.

If the Administration finds that it is not in the best interest of the student to remain in independent study, then the student shall be withdrawn from the school by following the procedures in the school's withdrawal policy.

If the student or parent does not attend the Administrative Conference, the student could be withdrawn from the school by following the procedures in the school's withdrawal policy.

9. Administrative Withdrawal: If it is determined during the Administrative Conference that it is not in the best interest of the student to remain in independent study, the Administration will send the Disenrollment Letter via email and certified mail. The Disenrollment Letter will:

- Notify the family of the school's intent to disenroll the student in five school days.
- Outline the Compulsory Education Statute of California and the school's obligation to notify the student's school district of residence of their enrollment status.
- Provide the family with the right to appeal the school's decision by requesting a hearing.
- Include an enclosed copy of the Charter School Compliant Notice and Form.

If the family does not invoke their right to a hearing within five school days, the student will be disenrolled. Students who are subject to an administrative withdrawal may not be considered for re-enrollment to the charter school or any affiliated charter for a period of one calendar year.