



¹Non-Compliance Policy and Procedures

Lake View Charter School is committed to ensuring students are appropriately engaged in learning, particularly as it correlates to attendance reporting, making satisfactory academic progress, and state-mandated testing. The purpose of this policy is to define instances when a student is not in compliance with these requirements and to establish a uniform, legally compliant Non-Compliance Process to help students re-engage in learning. After the Non-Compliance Process has been seen through, it may be determined that it is not in the best interest of the student to remain in Independent Study and as such, the student may be Administratively Withdrawn pursuant to the school's Withdrawal Policy and Procedures.

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

1. Describe what is meant by the term "Non-Compliance"
2. Reference the student's responsibility under the law, Independent Study Policy, and Master Agreement to complete assignments, Work Samples, and Student Activity Logs
3. Reference the parent's/guardian's and student's responsibility to schedule and attend Learning Period Meetings every 20 days as set forth in the Master Agreement
4. Reference the parent's/guardian's and student's responsibility to participate in mandated testing
5. Establish communication protocols with the Homeschool Teacher (HST) for re-engagement
6. Outline the Non-Compliance Procedures

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

- **Missing 2 or more assignments during a Learning Period**
- **Missing 1 or more Student Activity Logs**
- **Missing or canceling a scheduled Learning Period Meeting** (e.g. one of the meetings required every 20 days pursuant to the Master Agreement).
 - As required by the Master Agreement, it is the parent's and student's responsibility to schedule and attend Learning Period Meetings within every

¹ The school adheres to all applicable laws regarding serving students with disabilities in accordance with their IEP.

twenty school days. If the meeting is not successfully held, the HST will make two more paired communication attempts to reschedule.

- Under compelling circumstances only (e.g. illness or natural disaster), a Learning Period Meeting may be rescheduled to occur within 5 school days of the originally rescheduled meeting. In the event a Learning Period Meeting is rescheduled by the HST pursuant to this provision, the missed or canceled Learning Period Meeting will not constitute Non-Compliance.
- **Not submitting one or more Work Samples when requested**
- **Violation of the Master Agreement**
- **Failure to participate in state-mandated testing (CAASPP and CAST) or alternative assessment²**
 - As described in the Parent Student Handbook, it is essential for the health and continued existence of our school that all students participate in school-wide and state-mandated testing (CAST for grades 5, 8, and 11; CAASPP for grades 3-8 and 11.). We do our very best to listen to the needs of parents and students, who have the legal right to opt out of state-mandated testing, e.g. if there is a compelling reason that makes compliance with the required CAASPP and CAST assessments impossible. Students who do not participate in the CAASPP and CAST assessments will be provided an alternative grade-level, proctored exam, currently NWEA-MAP. Students who do not participate in either the CAASPP and CAST assessments, or the alternative assessment (NWEA-MAP), will not be allowed to re-enroll the following school year.

2. **Role of HST:** It is required that all HSTs review and affirm student learning and collect Student Activity Logs and Work Samples every Learning Period, and communicate with parents/guardians as set forth herein.

When any student meets one or more of the above definitions of Non-Compliance, the HST is responsible for implementing tiered re-engagement strategies by starting the Non-Compliance Process set forth below.

3. **Paired Communications:** 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).

4. **Notice to Parent/Guardian of Nonattendance Day:** In addition to the below Non-Compliance Procedures, for students who are Non-Compliant because they are **missing 1 or more Student Activity Logs**, the HST will notify parent/guardian within one school day of the recording of a nonattendance day (i.e. within one school day of a student missing a second Student Activity Log).

5. **Non-Compliance Procedures:**

² Alternate test requirement in place of CAASPP/CAST will begin in the 23-24 school year

Step 1: Should any of the items of Non-Compliance occur, the HST will make 2 Paired Communication attempts.

Step 2: If parent/guardian does not respond to the second Paired Communication attempt, the HST will send Non-Compliance Letter #1 to the parent/guardian via email and certified mail. The letter will clearly state why the student is in Non-Compliance, e.g. reminding the parent/guardian of the appropriate sections of the Master Agreement and Parent Student Handbook that specifically address the issue, and provide a plan for them to come back into compliance. The letter will request verification of current contact information for the student.

The HST will document the date the letter was sent, issue, and tracking number in Contact Manager.

The HST will also make a third Paired Communication attempt to talk with the parent/guardian to see what the issues/concerns are on both sides as well as develop a plan to support the student and resolve any issues. The HST will document the communication in the Contact Manager.

Step 3: If, after 5 school days, the student is still in Non-Compliance for the same reason(s), the Instructional Team Advisor will send Non-Compliance Letter #2 to the parent/guardian via email and certified mail. The letter will reiterate the need to re-engage in the educational program and come back into compliance, and outreach to determine student needs, including connection with local programs intended to address chronic absenteeism, as applicable, and health and social services as necessary. The letter will also notify the parent/guardian that an Administrative Conference has been scheduled to determine next steps. An Administrative Conference is a parent-pupil-educator conference to review the student's Master Agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the school's Independent Study Policy. The date of the Administrative Conference should be no sooner than the 6th school day from the date of the letter.

The HST will document the date the letter was sent, issue, and tracking number in Contact Manager.

The HST will also make a fourth Paired Communication attempt, giving the parent/guardian the opportunity to communicate and work with their HST to address and problem-solve the issues of concern. The HST will document the communication in the Contact Manager.

Step 4: Without satisfactory resolution to the issues/concerns, the HST will send out a video conference invitation to all participants (parent/guardian, HST, and an Assistant Director or Director) for the Administrative Conference.

The HST will also make a 5th Paired Communication attempt to remind/confirm the parent/guardian of the Administrative Conference. The HST will document the communication in the Contact Manager.

Step 5: During the Administrative Conference the team will work toward resolution of the Non-Compliance and the best course of action will be determined, specifically, an evaluation of whether it is in the best interests of the student to remain in independent study, or whether the pupil should return to a classroom-based program. For example, the evaluation may determine there is a need to place the student on a student improvement plan, and/or the need to implement different strategies to collect compliance documents (Student Activities Logs and or Work Samples). Or, the evaluation may determine that it is not in the student's best interest to remain in our Independent Study program.

The HST will document the date of the Administrative Conference including a brief summary of the outcome in the Contact Manager.

Step 6: If it is determined that it is not in the best interests of the student to remain in independent study, the school will withdraw the student according to the procedures set forth in the Withdrawal Policy and Procedures. A written record of the evaluation of whether it is in the best interests of the student to remain in independent study, or whether the pupil should return to a classroom-based program, shall be included in the student's educational file.

If at any point in time a student becomes compliant, the Non-Compliance Process stops. However, if there is relapse in Non-Compliance, the process will begin again. All instructional funds are on hold during the Non-Compliance Process.