
ATTENDANCE AND INVOLUNTARY REMOVAL POLICY

The Pathways Academy Adult Education Board of Directors (the “Board” or the “School”) believes that 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. The school is committed to student success. In order to support all students in academic achievement, the school maintains the following attendance policy.

ATTENDANCE OVERVIEW

Attending a virtual 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 online program. Adult students, parents/guardians of minor students, and teachers must work in partnership to provide the necessary guidance and direction for students to attend school and complete assigned work.

The school provides students with the opportunity to experience engaging, rigorous coursework while attending a school with greater flexibility than in a traditional school. However, as a provider of public school education, the school must comply with state attendance regulations for nonclassroom based schools.

KEY TERMS/STEPS IN THE ATTENDANCE MONITORING PROCESS

Weekly Attendance Monitoring and Truancy Notices/Non-Compliance Notices: Student attendance is monitored on a weekly basis. The program expectation is that students log-in to their online coursework and complete assignments or engage in educational activities each day. Failure to complete a minimum of five (5) assignments per week will result in a truancy notification and/or a notification of non-compliance.

Communications and Notifications: Students who are not attending school in alignment with program expectations will receive an emailed truancy notification and/or a notification of non-compliance from a school representative..

Required Conference/Meetings: Students placed on attendance contracts will be required to attend a meeting with the homeroom teacher. Failure by the adult student or parent/guardian of the minor student to attend three (3) consecutive attendance meetings will result in further disciplinary action up to and including involuntary withdrawal.

Attendance Contracts: Two (2) truancy notifications and/or notification of non-compliance will result in an issuance of a 4-week attendance contract. A third truancy notification and/or notification of non-compliance will result in an extension of the contract to 8 weeks. A fourth truancy notification and/or notification of non-compliance will result in a fourth and final truancy notification and/or a notification of non-compliance and issuance of an attendance

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contract that will last for the duration of the semester.

STUDENT EXPECTATIONS FOR ATTENDANCE*

1. Students are expected to complete 100% of assigned course work by the given due date(s).
2. Students are expected to log in and to work on assignments in their online courses each school day.
3. 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.
4. Despite any technical difficulty, students are responsible for completing their academic assignments and adhering to the attendance policy.
5. Students must check in with their teachers on a weekly basis via phone, text message, Google Chat, online classroom, or email.
6. Students are required to attend all state testing in person at a designated location, if required.
7. Students are expected to attend all required classes, meetings, and appointments, as determined by the program.
8. Students are expected to attend all scheduled meetings with the student's homeroom teacher, counselor, SAI provider, administrator, and/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 for communication daily.*

***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 VIOLATIONS AND RELATED OUTCOMES (Per Semester)

1. If a student does not complete a minimum of five (5) assignments per week, it will result in an initial truancy notification and/or a notification of non-compliance.
2. A second violation of school attendance where a student does not complete a minimum of five (5) assignments per week, will result in a second truancy notification and/or a notification of non-compliance and issuance of a 4-week attendance contract.
3. A third violation of school attendance where a student does not complete a minimum of five (5) assignments per week, will result in a third truancy notification and/or a notification of non-compliance and the extension of the contract to 8 weeks. .
4. Students who are issued an attendance contract are required to meet with their homeroom

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teacher and administrator to discuss supports and interventions that can lead to expected school attendance in the independent study program.

5. A fourth violation of school attendance where a student does not complete a minimum of five (5) assignments per week, will result in a fourth and final truancy notification and/or a notification of non-compliance and issuance of an attendance contract that will last for the duration of the semester.

6. A fifth violation of school attendance where a student does not complete a minimum of five (5) assignments per week, will result in notification of involuntary withdrawal. The purpose of an attendance contract is to determine whether it is in the student's best interest to remain enrolled in the school's independent study program. If after five (5) violations of school attendance the school 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 withdrawal 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.

7. Additional steps or meetings may be held for pupils that have a section 504 Plan or an IEP.

NO SHOW OR NO ATTENDANCE FOR 20 SCHOOL DAYS

If a student enrolls in the school's independent study program but never attends, the school will make a reasonable effort to contact the student and/or family inquiring whether he/she intend to stay enrolled in the program. Reasonable effort may include three separate attempts to contact the student and/or family, either by phone, regular mail, or electronic mail. If the student and/or 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 school on CALPADS.

If a student enrolls in the school's independent study program, but at any point fails to attend for 20 consecutive school days, the school will make a reasonable effort to contact the student and/or family inquiring whether they intend to stay enrolled in the program. Reasonable effort may include three separate attempts to contact the student and/or family, either by phone, regular mail, or electronic mail. If the student and/or family does not respond to the school's attempts for

information, the school will proceed with removing the student from the independent study program.

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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 trancies were a direct manifestation of the student's disability; or 2. Whether the trancies 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 trancies 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.

In accordance with the Individuals with Disabilities Education Act (IDEA) and section 504 of the Americans with Disabilities Act (ADA), services for students who have failed to meet attendance requirements and are considered no longer enrolled shall discontinue after that student (or their legal guardian if the student is a minor) has been provided prior written notice from both the school and the special education department. This prior written notice shall include the reason for discontinuing services, the school's attendance policy, and procedural safeguards (which inform parents and/or students of their rights). Students/parents (if the student is a minor) will be given 20 days from the date of the prior written notice to respond or services will be terminated due to disenrollment. If the student re-enrolls they will remain eligible for a 504 or IEP (for IEPs the student must be of legal age to receive special education services).

*****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.”

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APPEAL HEARING

Once the involuntary removal process 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 approved charter petition .
 - 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.

