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**ATTENDANCE, MISSED ASSIGNMENTS, SATISFACTORY EDUCATIONAL PROGRESS, AND INVOLUNTARY REMOVAL POLICY**

The Pathways Academy Adult Education (“PAAE” or the “School”) Board of Directors (the “Board”) believes that a strong correlation exists between student attendance and participation 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, Missed Assignments, Satisfactory Educational Progress, and Involuntary Removal Policy (the “Policy”).

**EVALUATION AFTER MISSED ASSIGNMENTS OR EVALUATION OF EDUCATIONAL PROGRESS**

An Evaluation After Missed Assignments or Evaluation of Educational Progress (“Evaluation”) will be conducted by the Executive Director and/or designee and supervising teacher to determine whether it is in the best interests of the student to remain enrolled in independent study under the following circumstances:

- After a student fails to complete five (5) assignments per week; or
- In the event that a student’s educational progress falls below satisfactory levels as determined by PAAE, as set forth in this Policy, which considers all of the following indicators:
  - The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
  - The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
  - Learning required concepts, as determined by the supervising teacher.
  - Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

The Evaluation may include but is not limited to the review of the following:

- 1) Attendance based on completion of assignments as quantified by the assigned supervising teacher;
- 2) Demonstration of skills on assignments;
- 3) Standardized test scores;
- 4) Written tests and reports if appropriate;
- 5) Oral or written presentations;
- 6) Student’s attitude toward learning and achievement;
- 7) Punctual attendance at scheduled appointments;
- 8) Ability to meet during scheduled appointments;
- 9) Preparedness for scheduled appointments;
- 10) Student demonstration of adequate and appropriate progress toward State Standards;
- 11) Appropriate learning environment; and/or

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- 12) Parent(s) ability to support student learning in the home.

**EVALUATION RECORD**

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim student record. The record shall be maintained for a period of three years from the date of the evaluation and, if the student transfers to another California public school, the record shall be forwarded to that school.

**INVOLUNTARY REMOVAL PROCESS**

Once an 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/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 as it is not in the student's best interest to remain in independent study. 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/guardian or adult student to request an appeal hearing that follows the same procedures as the School's discipline hearing. The parent/guardian, or adult student must submit a request for an appeal hearing within five (5) days from the date of the notice.
3. If the parent/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.
  - b. The pupil shall remain enrolled and shall not be removed until the School issues a final decision.
  - c. If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) calendar days.
  - d. A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy occur or re-occur.
4. If no hearing is requested, the pupil shall be removed from the school on the date listed on the notice.

**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:

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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 this Policy.

This meeting may be combined with the Evaluation meeting, referenced above, at the discretion of the Charter School.

The School shall comply with all applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA), Section 504 of the of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act (ADA). Upon involuntary removal of a student, the School shall provide prior written notice to the student and parent/guardian in accordance with all applicable legal requirements, and as outlined in the School's special education policies and procedures.

**ATTENDANCE OVERVIEW**

Attending an independent study program through 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 non-classroom based schools.

**KEY TERMS IN THE ATTENDANCE MONITORING PROCESS**

**Weekly Attendance Monitoring:** Student attendance is monitored on a weekly basis. Students are expected to log-in to their online coursework and complete assignments or engage in educational activities each school day, and to meet all applicable attendance and/or participation requirements as outlined below.

**Tiered Reengagement Strategies and Procedures:** PAAE will engage in Tiered Reengagement

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Strategies and Procedures, outlined below, for students who do not meet applicable attendance and/or participation requirements.

**Communications and Notifications:** Students who do not meet attendance and/or participation requirements as outlined below will receive a truancy notification and/or a notification of non-compliance from a school representative, as part of the Tiered Reengagement Strategies and Procedures, outlined below.

**Pupil-Parent-Educator Conference:** As part of the Tiered Reengagement Strategies and Procedures below, students placed on attendance contracts, and their parent/guardian (if a minor student), will be required to attend a Pupil-Parent-Educator Conference.

**Attendance Contracts:** Two (2) truancy notifications will result in an issuance of a 4-week attendance contract. A third truancy notification will result in an extension of the attendance contract to 8 weeks. A fourth truancy notification will result in an issuance of an attendance 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 assigned 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 their responsibility to reach out to their teacher.
4. Despite any technical difficulty, students are responsible for completing their academic assignments and adhering to this 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 mandated state testing in person at a designated location.
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.,*

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*certain holidays, religious holidays, pre-arranged family vacations, and family emergencies).*

**ATTENDANCE AND PARTICIPATION REQUIREMENTS**

Student attendance and participation are monitored on a weekly basis. The program expectation is that students complete coursework or engage in educational activities each school day. The Charter School's Tiered Reengagement Strategies and Procedures, outlined below, shall be triggered if the student and their parent/guardian is found to be non-compliant with the following expectations and requirements regarding independent study attendance and participation, and adequate progress:

- A student is not generating attendance for more than three (3) school days or 60% of the instructional days in a school week, or 10 percent of required minimum instructional time over four continuous weeks of the School's approved instructional calendar;
- A student is found not participatory pursuant to Education Code Section 51747.5 for more than the greater of three schooldays or 60 percent of the scheduled days of synchronous instruction in a school month as applicable by grade span; or
- A student is in violation of the written agreement pursuant to Education Code Section 51747(g).

The School shall engage in the Tiered Reengagement Strategies and Procedures below for students in violation of the School's attendance and participation requirements.

**TIERED REENGAGEMENT STRATEGIES AND PROCEDURES**

1. Following one violation of the attendance and participation requirements, described above, the School will verify current contact information for the student and parent/guardian, and will issue an initial truancy notification, which will notify the parent/guardian of the student's lack of participation within one school day of the recording of a non-attendance day or lack of participation..
2. A second violation of school attendance and participation requirements will result in a second truancy notification and issuance of a 4-week attendance contract. Students who are issued an attendance contract are required to meet with their teacher to discuss supports and interventions<sup>1</sup> that can lead to expected school attendance and participation.
3. A third violation of school attendance and participation requirements will result in a third truancy notification, and the extension of the attendance contract to 8 weeks. Students who are issued an attendance contract are required to meet with their teacher to discuss

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<sup>1</sup> Supports and interventions may include, but are not limited to more frequent progress monitoring (e.g., monitoring through the Multi-Tiered System of Supports (MTSS) process by a teacher), discussion of the student's learning style and interests, discussion of other academic supports, providing extra tutoring sessions, and/or referrals to the counselor and/or administration.

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supports and interventions that can lead to expected school attendance and participation.

4. A fourth violation of school attendance and participation requirements will result in a fourth and final truancy notification and issuance of an attendance contract that will last for the duration of the semester. Students shall be required to participate in a Pupil-Parent-Educator Conference (“Conference”), which will include all individuals who signed the student’s Master Agreement, including, but not limited to the student, the parent/guardian, and teacher(s), and may also involve the Director or designee.
5. Following a fifth violation of school attendance and participation requirements, which may include failure to participate in the Pupil-Parent-Educator Conference, the student’s educational progress shall be deemed to fall below satisfactory levels, which shall trigger the Evaluation of Educational Progress. A Fifth Truancy Notification and Referral for Evaluation shall be issued. The purpose of the Evaluation is to determine whether it is in the student’s best interest to remain in independent study.
6. If, following the Evaluation, it is determined that it is not in the best interest of the student to remain enrolled in independent study, the student may be involuntarily removed from the program. Student removal from the school will be in accordance with the student involuntary removal process outlined above. Student removal from the independent study program will be in accordance with the student involuntary withdrawal process outlined above. 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.

**NON ATTENDANCE AT THE BEGINNING OF THE SCHOOL YEAR**

If a student enrolls in the School’s independent study program but never attends the first twenty (20) days following enrollment, the School will make a reasonable effort to contact the student and/or family inquiring whether he/she intends 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 following the Involuntary Removal Process outlined above, as it will be assumed that the student has chosen another school option. Removal of the student will be expedited if the student is found enrolled in another school on CALPADS.