



Cabrillo Point Academy

Non-Compliance and Withdrawal Policy and Procedures

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NON-COMPLIANCE AND WITHDRAWAL POLICY AND PROCEDURES

Cabrillo Point Academy 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Study is not the best educational placement for the student and as such, the student may be Administratively Withdrawn.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 Cabrillo Point Academy Governing Board approving this Non-Compliance Policy is to accomplish the following:

1. Outline the Non-Compliance Process
2. Outline the Student's Responsibility to complete Work/Progress, Assignments/Work Samples, and/or Student Activity Logs
3. Outline the Parent's and Student's Responsibility to Schedule, and participate in Monthly Learning Period meetings
4. Establish Communication Requirements for the Home School Teacher (HST)
5. Outline the Participation in Assigned Benchmark Testing
6. Signing and Returning Master Agreement Addendum
7. Outline the Non-Compliance Procedures
8. Outline the Procedures for the HST when sending the First Non-Compliance Letter
9. Outline the Procedures for the HST when sending the Second Non-Compliance Letter
10. Outline the Procedures for the Administrative Conference Call
11. Outline the Tiered Reengagement Process
12. Establish the Non-Compliance Timeline/Checklist
13. Outline the follow-up protocol if a student remains enrolled and falls back into Non-Compliance
14. Withdrawal Policy and Procedures

1. Non-Compliance Process

The School's Non-Compliance Process can be initiated if a student/family is found to have one or more of the following:

- Failure to provide a body of work for a learning period
- Three (3) missing assignments during any period of twenty (20) school days
- One or more missing Work Samples
- One or more missing Student Activity Logs (Attendance Logs)
- Missed or not scheduled one or more monthly learning period or other meetings
- Failure to meet with the Homeschool Teacher at least four times a semester for a minimum of eight times during the school year (unless the Executive Director has waived one of the in-person meetings)
- Has not responded to their Homeschool Teacher after three separate attempts (phone and email)

over the course of (four) school days

- Has not participated in one or more assigned benchmark tests and received a valid score
- Failure to fulfill approved Travel Plan
- Has failed to sign and return a Master Agreement Addendum within 5 days of presentation

2. Student Work/Progress, Assignments/Work Samples, 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 twenty school days. 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 provide a body of work for a learning period or has missed submitting one or more work samples, the HST should then start the Non-Compliance Process.

3. Monthly Learning Period or Other 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 scheduled or held after two or more attempts, 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 of the Home School 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 documentation 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 Compliance Process by sending Non-Compliance Letter #1. It is in the School's sole discretion to continue the non-compliance process from school year to school year. For example, if a student is sent Letter #1 in May, Letter #2 may be sent the following school year if the non-compliance issue remains the same.

5. Participation in Assigned Benchmark Testing

Regular benchmark testing is important for understanding a student's learning progress and needs and is required as being a part of Cabrillo Point Academy. Failure to participate in benchmark testing and receive a valid score during the assigned assessment administration window is cause for starting the Non-Compliance policy, which may result in an administrative withdrawal.

6. Signing and Returning Master Agreement Addendum

Before Cabrillo Point Academy and the HST may continue with a student's education, any changes to the Master Agreement must be reflected in an addendum and signed by the student and student's education rights holder. As such, signing and returning a Master Agreement Addendum is integral to a student's successful education. Upon presentment, a Master Agreement Addendum must be signed and returned

to the HST within 5 days.

7. Non-Compliance Procedures

The compliance procedure can include two compliance letters and one Administrative Conference Call. If after the Administrative Conference Call, the student fails to meet expectations, and the plan of success set forth for the student is not followed, the student will be withdrawn from the School for at minimum, one academic school year.

8. First Non-Compliance Letter (Letter #1)

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 using electronic means (ex. Adobe Sign).
- Document date letter was issued 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 Planning Amounts until the family is compliant.

9. Second Non-Compliance Letter (Letter #2)

Without satisfactory resolution or response to the issues described in the Non-Compliance Letter #1 within five business days, the HST will:

- Attempt to call and email the family (Communication Pair #4)
- Determine a day and time to schedule an Administrative Conference Call with the parent(s)/guardian(s), HST, Regional Coordinator, and Assistant 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 using electronic means (ex. Adobe Sign).
- Document the date the letter was issued sent, the issue(s)/concern(s), and confirmation of receipt 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 student/family the opportunity to communicate and work with their HST to address and problem-solve the issues of concern. Within five business 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 Phone Conference as scheduled in the letter.

In those situations where non-compliance is triggered solely by failure to return a Master Agreement

Addendum within 5 days of presentment, only one non-compliance letter will be sent and an administrative call will be scheduled within 5 days of that letter assuming continued non-compliance.

It is in the School's sole discretion to continue the non-compliance process from school year to school year. For example, if a student is sent Letter #1 in May, Letter #2 may be sent the following school year if the non-compliance issue remains the same. Additionally, if a student is not in compliance at the beginning of the school year, the new school year Planning Amounts will not be provided until the student is no longer in non-compliance.

10. Administrative Conference Call

Without satisfactory resolution to the issues/concerns, the HST will:

- Send out a conference call number 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 Call was held including a brief summary of the outcome in the Contact Manager.

The Administrative Conference Call shall be scheduled no later than the 8th day after the second non-compliance letter is sent to the Parent(s)/Guardian(s). If the Parent(s)/Guardian(s) do not cooperate in scheduling the Administrative Conference Call, the School may move forward with the administrative withdrawal process without holding the Administrative Conference Call.

A team composed of Parent(s)/Guardian(s), HST, and Assistant Director must be present on the Administrative Conference Call. 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 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 Call, the student could be withdrawn from the School by following the procedures in the School's withdrawal policy.

11. Tiered Reengagement

Any students that 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 Master Agreement, the School will start the tiered reengagement process. Tiered reengagement will consist of the following:

- Verification of current contact information for each enrolled student
- Notifying parents/guardians of lack of participation within one school day of the absence or lack of participation
- Outreach from the School to determine the student's needs, including connection with health and social services as necessary
- The Non-Compliance process outlined above (paragraph 1) will require a student-parent-educator conference to review the student's Master Agreement, and to reconsider the independent study program's impact on the student's achievement and well-being, consistent with the School's adopted Independent Study policies.

12. Non-Compliance Timeline/Checklist

Concern/Issue Arises:

Step #1

The HST will call & email Family (Communication Pair #1)

- Wait 2 business days
- Resolution – Stop Process
- If No Resolution – Continue to STEP #2

Step #2

The HST will call & email Family (Communication Pair #2)

- Wait 2 business days
- Resolution – Stop Process
- If No Resolution – Continue to STEP #3

Step #3

The HST will call & email Family (Communication Pair #3) and Send Non-Compliance Letter #1 (via electronic means)

- Hold Planning Amounts
- Wait 5 business days
- Resolution – Stop Process
- If No Resolution – Continue to STEP #4

Step #4

The HST will call & email Family (Communication Pair #4) and Send Non-Compliance Letter #2 that includes

Administrative Conference Call (via electronic means).

- Hold Planning Amounts
- Resolution – Stop Process
- If No Resolution- Continue to STEP #5

Step #5

The HST, and Assistant Director will Hold Administrative Conference Call and determine best course of action.

- Follow School withdrawal policy, if applicable, and document in Contact Manager

13. Follow-Up Protocol

If a family falls back into Non-Compliance within the same semester with the same issue, the Non-Compliance process would begin with STEP #4.

14. Withdrawal Policy and Procedures

In addition to the Non-Compliance reasons for withdrawal, if Cabrillo Point Academy discovers that a student enrolled in Cabrillo Point Academy is no longer a resident of California, no longer a resident of a county in which Cabrillo Point Academy may legally provide educational services, is concurrently enrolled in a private school, is concurrently enrolled in another public school, or otherwise may no longer legally be served by Cabrillo Point Academy, the following procedures shall be followed to withdraw the student from Cabrillo Point Academy.

Procedures for Withdrawing a Student

Cabrillo Point Academy shall send the parent/guardian/educational rights holder a notice of the Cabrillo Point Academy's intention to withdraw the student from the School and the reasons for that decision. The notice will be sent at least five days prior to the withdrawal of the student. The notice will inform the parent/guardian that the Education Code provides the parent/guardian/educational rights holder with the right to a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil(s) have a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil(s) have the right to bring legal counsel or an advocate. This notice shall be written 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.

This notice will also inform the parent/guardian/educational rights holder that the student's enrichment opportunities and curriculum orders will be put on hold until the hearing is completed. The notice will also establish the date by which the hearing shall be scheduled. If the parent, guardian or educational rights holder requests a hearing within the five-day period, the parent, guardian or educational rights holder is required to cooperate to schedule the hearing within 10 days of the request for the hearing. If a parent, guardian or educational rights holder does not cooperate in scheduling the hearing and the hearing is not scheduled within 10-days (absent extraordinary circumstances in the sole discretion of the Executive

Director), the parent, guardian or educational rights holder waives his/her/their rights to the hearing. Additionally, if a parent/guardian/educational rights holder fails to attend the scheduled hearing, the hearing will continue without the presence of the parent/guardian/educational rights holder. In that event, the student may be withdrawn and the decision of the hearing officer will be final.

If the parent/guardian invokes said rights, the Cabrillo Point Academy will not disenroll the pupil until it has reached a final decision. The decision of the School is final and cannot be appealed.

In addition, the parent/guardian will be sent a Charter School Complaint Notice in the form provided by the California Department of Education at <https://www.cde.ca.gov/sp/ch/cscomplaint.asp>

The Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School

Cabrillo Point Academy shall not encourage a pupil currently attending the school to disenroll or transfer to another school for any reason, including but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics: pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity or sexual orientation.

Notification of the Withdrawal

Once the student has been withdrawn from Cabrillo Point Academy, the parent/guardian/educational rights' holder will be notified of the withdrawal and advised to enroll the student immediately in a school that may legally serve that student. A copy of this notice shall be placed in the student's cumulative file. The student's teacher will also be notified of the withdrawal.