



Academic Probation Policy

When any pupil or student fails to complete three consecutive independent study assignments during any period of 20 school days, or misses two consecutive contact appointments without valid reasons, the Director or designee shall conduct an evaluation to determine whether the pupil should be allowed to continue in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be maintained in the pupil's permanent record. (Education Code 51747)

Action 1:	Verbal Warning by Coaching Teacher	MAR #1 and Letter #1
Action 2:	Notice & Intervention Meeting	MAR #2 and Letter #2
Action 3:	Administrative Meeting re good fit	Letter #3
Action 4:	Dismissal/Referred Back to District	Notice of Decision

ACTION 1: Verbal Warning and MAR #1 and Letter #1:

1. One (1) unexcused absence from a scheduled appointment with a teacher/tutor/class or academic support class

and/or

2. failure to submit the required and assigned work samples, assessments and/or portfolio items

and/or

3. Receiving a grade "F" in all subjects

- Coaching Teacher will give a verbal warning to parent/guardian and student regarding the importance of regular attendance and progress, as laid out in the Master Agreement. Coaching teacher will meet with student and parent/guardian to discuss the Re-Engagement Plan.
AND
- Coaching Teacher will write Letter #1 - **Action 1: Verbal Warning, Missing Assignment Report#1 and Letter #1; provide a copy to Parent/Guardian/Director or designee**

/Counselor for High School Students

ACTION 2: Notice of Academic Probation & Intervention Meeting; Missing Assignment Report Letter #2 and MAR #2:

1. Two (2) consecutive unexcused absences

and/or

2. Two (2) weeks of failure to submit the required and assigned work samples, assessments and/or portfolio items
- Coaching Teacher will schedule an Intervention Meeting with the Director or designee, Parent/Guardian, High School Guidance Counselor, and Student to discuss the Re-Engagement Plan and complete **Action 2: Missing Assignment Report Letter #2 and MAR #2. Letter of warning from Director sent to Parent/Guardian and student.** Coaching Teacher will provide a copy of the documentation to the Parent/Guardian, High School Guidance Counselor and add one copy to the student's records.

ACTION 3: Administrative Meeting to determine best placement for student:

1. Three (3) consecutive unexcused absences or four (4) nonconsecutive absences from weekly appointments

and/or

2. Three (3) weeks of failure to submit the required and assigned work samples, assessments and/or portfolio items
- Coaching Teacher is to notify Director of transgressions and schedule a meeting with the administration and the high school guidance counselor (if student is in high school) to determine if this is the best placement for the student. Established interventions are discussed and evaluated to make certain that a successful school placement at ROA has been created. Once the evaluation is complete, if it is determined that it is not in the best interest of the student to remain enrolled in the independent study program, the Parent(s) shall be notified in writing of ROA's intent to remove the pupil if it is not in the best interest to remain in independent study. **Action 3: Administrative Evaluation reg. student's placement.** Coaching Teacher will provide to the Parent/Guardian, High School Guidance Counselor and add one copy to the student's records.

ACTION 4 (final action): Referred Back to the District

1. Administrative decision

And/or

2. Final unexcused absences from scheduled appointment

and/or

4. Final failure to submit the required and assigned work samples, assessments and/or portfolio items.

Refer student back to district

- After the administrative evaluation to determine whether the pupil or student should be allowed to continue in independent study, a written record of the findings of any evaluation conducted pursuant to this policy shall be maintained in the pupil's or student's permanent record.
- Director or designee will contact parent/guardian and student to set up a meeting to discuss referral and initiate withdrawal form.
- Director will begin the Withdrawal Process.

Notes:

A) 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 schooldays before the effective date of the action. This written notice shall inform him or her of the pupil's right to request a hearing adjudicated by a neutral officer before the effective date of the action. (Education Code 47605)

B) In the event that a pupil is referred back to their district of residence, the pupil will be ineligible for re-enrollment at River Oaks Academy for the remainder of the school year.

C) Satisfactory educational progress shall be determined based on all of the following indicators:

- The student's achievement and engagement in the independent study program as indicated by the student's performance on applicable measures of achievement and engagement set forth in Section 52060 (4) and (5) of subdivision (d)

- The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments.
- Learning required concepts, as determined by the Coaching Teacher
- Progressing toward successful completion of the course of study or individual course, as determined by the Coaching Teacher
- The provision of content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high school this shall include access to all courses offered by ROA for graduation and approved by the UC and the CSU as creditable under the A-G admissions criteria.