

# <sup>1</sup>Non-Compliance Policy and Procedures

BP6158

Adopted: 11/21/19

Revised: 05/25/23 v4

## Clarksville Charter School

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Clarksville 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 disenrolled pursuant to the school's Withdrawal Policy and Procedures.

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

1. Define the term of "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 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
- Not submitting 1 or more Work Sample when requested
- Missing 1 or more Student Activity Log
- Missing or canceling a scheduled Learning Period Meeting (e.g. one of the meetings required every 20 school 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 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 scheduled meeting. In the event a Learning Period Meeting is

<sup>1</sup> The school adheres to all applicable laws regarding serving students with disabilities in accordance with their IEP. rescheduled by the HST pursuant to this provision, the missed or canceled Learning Period Meeting will not constitute Non-Compliance.

- Not responding to communication after two paired attempts have been made
- Not completing internal assessment as requested (e.g., the Star Assessment)
- Not completing forms required by state law as requested (e.g., the FAFSA, CADAA, or Opt-Out form for graduating students)
- Violation of the Master Agreement
- Failure to participate in state-mandated testing (CAASPP and CAST) or alternative assessment<sup>2</sup>

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- o 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 eligible 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. Non-Compliance Procedures:**

**Step 1:** If non-compliance occurs, the HST will make two paired communication attempts.

**Step 2:** If the family doesn't respond or remedy the Non-Compliance issue within 5 school days, the HST sends Non-Compliance Letter #1 via email and certified mail, stating the issue, providing a plan for compliance, and requesting updated contact

<sup>2</sup> Alternate test requirement in place of CAASPP/CAST will begin in the 23-24 school year information. The HST documents the details in Contact Manager and makes a third paired communication attempt.

**Step 3:** After 5 school days of continued Non-Compliance for the same reason, the Instructional Team Advisor sends Non-Compliance Letter #2 via email and certified mail, reiterating the need for compliance, offering support, and scheduling an Administrative Conference. The HST documents the details in Contact Manager and makes a fourth paired communication attempt.

**Step 4:** Without resolution, the HST makes a fifth paired communication attempt as a reminder about the scheduled video conference one business day prior to the actual conference and documents the communication in Contact Manager.

**Step 5:** During the Administrative Conference, the team determines the best course of action, such as creating a student improvement plan or considering alternative programs. If it is determined that independent study is not in the student's best interest, the school will disenroll the student according to the Withdrawal Policy and Procedures, and include a written record of the evaluation in the student's educational file. The HST documents the conference date and outcome in Contact Manager.

If a student becomes compliant at any stage, the Non-Compliance Process is halted. However, if Non-Compliance recurs, the process resumes. Instructional funds remain on hold throughout the Non-Compliance Process.