

## **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 appointments without valid reasons, the LC Director or designee shall conduct an 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. (Education Code 51747) [OGCS Independent Study Policy]

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**Action 1:** Verbal Warning by Advisor

**Action 2:** Notice & LC Director Intervention

**Action 3:** Counselor Intervention

**Action 4:** Dismissal/Referral Back to District

### **ACTION 1: Verbal Warning**

1 unexcused absence from weekly appointment  
and/or

1 week of failure to complete 80% or more of the weekly assignments

- Advisor gives a verbal warning to parent/guardian and student regarding the importance of regular attendance and progress, as laid out in the Independent Study Agreement.
- Advisor begins the Academic Probation Intervention Meetings Form - Action 1: Verbal Warning and provides a copy to family.

### **ACTION 2: Notice of Academic Probation & LC Director Intervention**

2 consecutive unexcused absences or 3 nonconsecutive absences from weekly appointments  
and/or

2 weeks of failure to complete 80% or more of the weekly assignments

- Advisor notifies LC Director and an Intervention Meeting is scheduled with the LC Director, Parent/Guardian, Advisor, Education Specialist (if applicable), and Student to discuss Interventions and complete Action 2 of the Academic Probation Intervention Meetings Form. A copy is provided to the family.

### **ACTION 3: Counselor Intervention**

3 consecutive unexcused absences or 4 nonconsecutive absences from weekly appointments  
and/or

3 weeks of failure to complete 80% or more of the weekly assignments

- Advisor notifies Counselor and LC Director that the student has reached action 3 and requests a Counselor Intervention Meeting.
- Counselor discusses interventions to create a successful school placement at OGCS and completes Action 3 of the Academic Probation Intervention Meetings Form. A copy is provided to the family.

The LC Director or designee shall conduct an 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.

### **ACTION 4: Referral Back to the District and Notification of Intent to Withdraw Letter**

Next unexcused absence from weekly appointment  
and/or

Next week of failure to complete 80% or more of the weekly assignments

***Refer student back to district***

- Advisor notifies LC Director that the student has reached action 4 and requests that the student be Referred Back to the District.
- LC Director contacts parent/guardian and student to set up a meeting to discuss referral and initiate withdrawal form.
- LC Director will begin the Withdrawal Process.
- LC Director will send Intent to Withdraw Letter.

**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 any Olive Grove Charter School for the remainder of the calendar school year.**

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