



## Academic Probation

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. [OGCS Independent Study Policy]

- Step 1:** Verbal Warning by Advisor
- Step 2:** Meeting - Additional Engagement Strategies
- Step 3:** Meeting - Additional Engagement Strategies
- Step 4:** Dismissal/Involuntary Removal

### **STEP 1: Verbal Warning**

1 unexcused absence from weekly appointment

and/or

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

and/or

3rd offense according to the [Academic Integrity Intervention Policy](#)

- 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* - Step 1: Verbal Warning and provides a copy to family.

*For students with an IEP including Specialized Academic Instruction:*

- One (1) missed study skills meeting = 1 missed assignment in terms of % weekly completion
- Two (2) consecutive missed study skills meetings = 1 "unexcused absence"
- Does not apply to students who only receive speech services

### **STEP 2: Meeting - Additional Engagement Strategies**

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

and/or

Additional offense according to the *Academic Integrity Intervention Policy*

- Advisor schedules an intervention meeting with the student, parent/guardian, and additional staff, as needed. Additional engagement strategies are discussed and the Advisor completes Step 2 of the *Academic Probation Intervention Meetings Form*. All parties present sign the form. A copy is provided to the family.

### **STEP 3: Meeting - Additional Engagement Strategies**

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

and/or

Additional offense according to the *Academic Integrity Intervention Policy*

- Advisor schedules an intervention meeting with the student, parent/guardian, LC Director, and additional staff, as needed.
- Further engagement strategies are discussed and the Advisor completes Step 3 of the *Academic Probation*



*Intervention Meetings Form*. All parties present sign the form. A copy is provided to the family.

- All parties are cautioned that additional infractions will result in dismissal from Olive Grove.
- *For students with an IEP*: Step 3 is an IEP amendment meeting coordinated by the Education Specialist.

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.

#### **Step 4: Recommendation for Involuntary Removal**

Next unexcused absence from weekly appointment  
and/or

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

Additional offense according to the *Academic Integrity Intervention Policy*

- Advisor notifies LC Director that the student has reached action 4 and recommends involuntary removal from OGCS.
- LC Director provides *Notice of Involuntary Removal* ("Notice") to parent/guardian
- LC Director will begin the withdrawal process if no hearing on removal is requested from the parent/guardian within five (5) school days of the above Notice.
- If parent/guardian requests a hearing, student will remain enrolled in OGCS pending the final outcome of the hearing.
- If the student is ultimately removed, the OGCS enrollment and records team will send a *Notice of Disenrollment* to the student's district of residence.

#### Notes:

- A) For students with an IEP including Specialized Academic Instruction:
  - One (1) missed study skills meeting = 1 missed assignment in terms of % weekly completion
  - Two (2) consecutive missed study skills meetings = 1 "unexcused absence"
  - Does not apply to students who only receive speech services
- B) 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)
- C) 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 no less than a full semester.