



5004.2 Adequate Progress Strike Administrative Regulations

Effective Date: June 5, 2020

JCS-Inc. Administrative Regulations

Procedure:

Strike One: Students Who Do Not Complete Work

If a student fails to complete 80% of the work assigned by the due date or meeting date, the EF, teacher or coordinator:

1. Fill out a Strike Report.
2. Obtain student and parent signature on Strike Report. (If a student or parent refuses to sign Strike Report or is not available, initial where appropriate and make a note.)
3. Upload the signed Strike Report to the JCS Staff Portal.
4. Schedule a meeting for the following week – EF needs to meet with parents and students weekly until the student is back on track.
5. Reassign five days' worth of the missed assignments, sends assigned work via email states that a Strike Report has been submitted to the office, notes assignments, and deadlines for the next meeting, which is always within five school days from the date of the originally scheduled meeting.
6. Mark the student present/absent on the Attendance Sheet according to the time value of the work produced and the number of school days the student engaged in instructional activities assigned by the school. Any exceptions to this rule are decided on a case-by-case basis with the help of the School Director or Principal.

Makeup work cannot be utilized to make up for lost attendance.

If after five school days the work is not made up or redone, or if the student fails to complete 80% of the work assigned on a subsequent occasion, then the EF issues a subsequent strike.

Strike One: Families Who Disregard Meetings

If a family repeatedly reschedules meetings or misses meetings, including SPED meetings, without rescheduling, the EF, teacher, or coordinator:

1. Fill out a Strike Report.
2. Initial appropriate place and makes a note on the Strike Report if a student or parent signature is not obtained.
3. Upload the Strike Report to the JCS Staff Portal

Home study follow up steps:

1. Schedule a meeting for the following week—EF needs to meet with parents and students weekly until the student is back on track.
2. Assign five days' worth assignments.

3. Send assigned work via email. States that a Strike Report has been submitted to the office, notes assignments, and deadlines for the next meeting, which is always within five school days from the date of the originally scheduled meeting.
 4. Mark the student absent for the number of school days in that Learning Period on the Attendance Sheet.
- Any exceptions to this rule are decided on a case-by-case basis with the help of the School Director or Principal.

Strike Two

All steps for Strike Two are the same as above, except the office sends an Initial Notification to Parent Letter to the family.

Strike Three - Removal from the JCS Program

After receiving three strikes, an evaluation will be conducted by the Director and/or designee and supervising teacher to determine whether it is in the best interests of the pupil to remain enrolled in independent study. The evaluation may include but is not limited to the review of the following:

- 1) Attendance based on completion of assignments as quantified by the assigned EF;
- 2) Demonstration of skills on assignments;
- 3) Standardized test scores;
- 4) Written tests and reports if appropriate;
- 5) Oral or written presentations;
- 6) Pupil's attitude toward learning and achievement;
- 7) Punctual attendance at scheduled appointments;
- 8) Ability to meet scheduled appointments;
- 9) Preparedness for scheduled appointments;
- 10) Pupil demonstration of adequate and appropriate progress toward
- 11) Common Core State Standards;
- 12) Appropriate learning environment;
- 13) Parent(s) ability to support pupil learning in the home.

As part of the evaluation process, the pupil, parent(s), guardian(s) or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder (all generally referred throughout as "Parent(s)") will be invited to present evidence to the individual or individuals conducting the evaluation. During this meeting, JCS will determine whether it is in the best interest of the pupil to remain in independent study. A written record of the findings of any evaluation made pursuant to this subdivision shall be maintained in the pupil's mandatory interim record.

Additional Consideration for Pupils with a Section 504 Plan or IEP:

If JCS recommends removal from independent study as a result of the Evaluation after Missed Assignments and the pupil has a Section 504 Plan or IEP, the Charter School shall schedule an IEP meeting or Section 504 meeting (as applicable) following applicable legal timelines, to determine the following:

1. Whether the missed assignments were caused by or had a direct and substantial relationship to the pupil's disability; or

2. Whether the missed assignments were the direct result of the School's failure to implement the IEP or Section 504 Plan, as applicable.

If the answer to either (1) or (2), above, is yes, then the missed assignments are a manifestation of the pupil's disability and JCS will follow applicable state and federal laws to ensure that the pupil is offered a free appropriate public education.

If the answer to either (1) and (2), above, is no, then the pupil may be removed from independent study consistent with this policy.

This meeting may be combined with the Evaluation After Missed Assignments at the discretion of JCS.

Notice of Decision and Opportunity to Request a Hearing Prior to Removal

Once the evaluation is complete, if it is determined that it is not in the best interest of the pupil to remain enrolled in the independent study program, the Parent(s) shall be notified in writing of JCS' intent to remove the pupil as it is not in their best interest to remain in independent study. The Notice shall be in the native language of the Parent(s) and provided no less than five (5) school days before the effective date of pupil's removal. The Notice shall include the following:

1. JCS' intent to remove the pupil as it is not in their best interest to remain in independent study.
2. The opportunity of the Parent(s) to request a hearing that follows the same procedures as JCS' disciplinary hearing. Parent(s) (or the pupil if over 18) must submit the request for hearing writing within 10 from the date of the Notice.
3. If Parent(s) or pupil over 18 requests a hearing:
 - a. It will be scheduled following JCS expulsion hearing procedures as outlined in the School's approved charter.
 - b. The pupil shall remain enrolled and shall not be removed until JCS issues a final decision.
 - i. If the final decision is to allow the student to remain enrolled, the student will continue to be enrolled.
 - ii. If the final decision is to withdrawal the student from enrollment, the office will send a Notice of Withdrawal to the family and notify the student's last know district of residence within thirty (30) days.
4. If no hearing is requested, the pupil shall be removed from the school on the date listed on the notice. The office will send a Notice of Withdrawal to the family. The EF, teacher, or coordinator will upload the Strike Report AND Drop Form to the JCS Staff Portal, along with a progress report and/or report card and notify the student's last known district of residence within thirty (30) days.

Original Procedure 12/09/05

Revised Procedure 12/12/08

Revised Procedure 03/04/16

Revised Procedure 06/08/18

Revised Procedure 06/07/19

Revised Procedure 06/05/2020