

Board Policy of Kihei Charter School

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Chapter 1 – General Board Policies

Policy 1-1. Policy on Relationship of the Board to the Chief Education Officer and the Chief Financial Officer

It is the responsibility of the Local School Governance Board to hire, fire and evaluate the overall job performance of the Chief Education Officer and the Chief Financial Officer

Policy 1-2. Policy on Sexual Harassment.

It is the policy of the Board to maintain a learning and working environment that is free from sexual harassment. The Board has made it clear to all staff and students that sexual harassment is prohibited and is grounds for disciplinary action.

Policy 1-3 Policy on a Safe and Violence-free Workplace

All employees are responsible for ensuring a safe and harmonious work environment. Work-related and workplace violence will not be tolerated under any circumstances and may be grounds for termination. All incidents must be reported and processed immediately in accordance with any applicable statute, policy, rule, regulation or contract agreement.

“Violence,” as used in this policy, includes physical assaults, intentional property damage and words or conduct likely to cause a person to reasonably believe that the actor intends to cause: (1) bodily injury to the recipient or another; or (2) damage to the property of the recipient or another.

Policy 1-4. Policy on Drugs and Alcohol.

In compliance with the laws of the state of Hawai‘i, possession, use, sale, intent to sell, or distribution of drugs and/or alcohol is prohibited in school buildings, on school grounds, in school buses, and during school sponsored activities. Not only does the above constitute a major infraction of school rules, such offenses are unlawful. It is the basic philosophy of this school to take aggressive action to eliminate the use of any and all illegal substances, including alcohol, not only during the school day, but at all school events. These rules apply not only to all routine field trips, but also to school events held off school grounds and to all overnight trips as well.

Policy 1-5. Policy on Information Technology and Computing

The board recognizes that computers and informational technology play an important roll in achieving the vision and mission of the school. To this end, the board requires that all needed safeguards are put in place to assure that the technology does not impinge on the rights, freedoms, security and safety of any individuals involved with the school. In addition it is assumed that all technology will be used within all applicable legal limits.

Policy 1-6. Practice and Procedure of the Board

1-6-1. Initiation of policy making.

(a) The adoption, amendment, or repeal of any policy of the board may be made by the Board on its own motion, or by petition of any interested person. Petitions for policy making filed with the board shall be matters of public record.

(b) Petitions shall contain:

- (1) The name, address, and telephone number of each petitioner;
- (2) The signature of each petitioner;
- (3) A draft or the substance of the proposed policy or amendment or a designation of the provisions of the policy to be repealed;
- (4) A statement of the petitioner's interest in the subject matter; and
- (5) A statement of the reasons in support of the proposed policy, amendment, or repeal.

(c) Within thirty days after the filing of a petition for policy making, the board shall either deny the petition or initiate policy making proceedings.

1-6-2. Denial of petition.

Any petition that fails to comply in any material respect with the requirements of this policy or fails to disclose sufficient reason to justify conducting policy making proceedings shall not be considered by the board. The Board shall promptly notify the petitioner in writing of such denial, stating the reasons therefore. Denial of a petition shall not prevent the board from acting, on its own motion, upon any matter disclosed in the petition. If the Board determines that the petition is in order and that it discloses sufficient reasons in support of the proposed policy making, the Board may ratify the proposed action of the petition or set the petition for a separate policy making meeting.

1-6-3. Policy Making Meeting.

At the election of the Board, the Board may conduct an additional meeting or meetings regarding policy making on its own motion or by petition to the Board. Adoption of Board Policy must occur at a regular meeting of the Board. This may be waived by unanimous consent of the Board.

Policy 1-7. Board Meeting Schedule

The Board shall adopt a meeting schedule and will advertise this meeting in an attempt to honor the Sunshine Law. Quarterly

Policy 1-8 Authorized Signatories

The Board shall appoint authorized signatories provided that any such appointment shall terminate at the election and seating of new members to the Board.

Policy 1-9 – Nondiscriminatory Practice

It is the policy of the Board that there shall be no discrimination in any program, activity, or service of the public school system on the basis of race, color, religion, sex, age, national origin, ancestry or disability. No disabled person who is otherwise qualified shall be denied the opportunity to participate in or receive benefits of, or be subjected to disparate treatment in any program, activity, or service of the School. The school shall comply with all applicable state and federal nondiscrimination laws and regulations in administering this policy.

Policy 1-10 on Overturning the Chief Education and Financial Officers

With regards to stakeholder appeals of the Chief Education and Financial Officers' decisions, the Board must have a 2/3 majority to overturn such decisions.

Policy 1-11. Financial Practice – Amended March 2011

- 1-11.1 ~~Monthly~~ Board Reporting – Each month the Board will be provided with the following documents:
- 1-11.2 i. A detailed Profit and Loss report of all transactions from the prior ~~month~~.
- ii. A Budget to Actual comparison from the prior ~~month~~
- 1-11.3 iii. A Balance sheet from the prior two months
- iv. Debit card account detail report monthly TO THE HEAD OF SCHOOL

These reports will be distributed to all Board members at least 5 days in advance of the Board meeting. All questions and concerns should be addressed in writing through the Director and Treasurer. Financials will be presented at each ~~monthly~~ Board meeting by the Treasurer with a focus of discussion on current year budget analysis.

Policy 1-12. Fundraising

All fundraising activities must be approved in advance by the administration. Fundraising groups must provide full final financial accounting for events including expenditures, income and original receipts. If a

fundraiser plans on expending or earning more than \$2000, the request for approval must be made to the Board.

1-14 Conflict of Interests

1-14.1 Conflict Defined.

A conflict of interest exists when the interest or activities of any Director may be seen as competing with the interests or activities of Kihei Charter School, or if a Director derives a financial or other material gain as a result of a direct or indirect relationship.

1-14.2 Disclosure Required.

Any possible conflict of interest shall be disclosed to the Board of Governance by the Director concerned in an open, public session of the Board.

1-14.3 Abstention from Voting.

When any conflict of interest relates to a matter requiring action by the Board of Governance, the interested person shall call it to the attention of the Board and such person shall not vote on the matter, provided however, that any director disclosing a conflict of interest may be counted in determining the presence of a quorum at a meeting of the Board of Governance or a committee thereof.

1-14.4 Absence from Discussion.

Unless requested to remain present during the meeting, the person having the conflict shall retire from the room in which the Board or its committee is meeting and shall not participate in the final deliberation or decision regarding the matter under consideration. However, that person shall provide the Board or Committee with any and all relevant information as in the Board's or Committee's discretion is necessary for full deliberation and decision.

1-14.5 Minutes.

The minutes of the meeting of the Board or committee shall reflect that the conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board of Governance or its committee, excluding the interested person.

1-14.6 Annual Review.

A copy of this conflict-of-interest Policy shall be furnished to each Director who is presently serving the Kihei Charter School, or who may hereafter become associated with the Kihei Charter School. This policy shall be reviewed annually for the information and guidance of Directors. This annual review will also include a signature of acknowledgement of this review. Any new Director shall be advised of this Policy upon undertaking the duties of such office and be required to acknowledge this policy in writing.

1-14.7 Monetary Loans to Directors

Kihei Charter School shall not make any loan of money or in any way guarantee the obligation of any Director; provided, however, that Kihei Charter School may advance money to a director for expenses reasonably anticipated to be incurred in the performance of the duties of such director. Provided such individual would be entitled to be reimbursed for such expenses upon completion of the activity based on actual receipts of accrued expenses. All such monetary advances must be reconciled based on actual costs at the completion of the activity.

1-14.8 Self-Dealing Transactions

Except as provided in subsection 1-14.9 below, the Board shall not approve a self-dealing transaction. A self-dealing transaction is a transaction to which the Kihei Charter School is party and in which one or more of the directors has a material financial interest.

1-14.9 Approval of Self-Dealing Transactions

The Board of Directors may approve a self-dealing transaction if the Board determines that the transaction is in the best interest of the Kihei Charter School and is fair and reasonable. Such determinations must be made by the Board when, with knowledge of all material facts concerning the transaction and the director's interest in the transaction,

the Board concludes in good faith that this Kihei Charter School could not have obtained a more advantageous arrangement with reasonable effort. The transaction may be approved by a super-majority vote of the Directors.

Chapter 2 – Policies Guiding the Chief Education and Financial Officers

Policy 2-1. Hiring Practice

It is the sole responsibility of the Chief Education and Financial Officers to interview and hire all staff for their respective departments.

Policy 2-2. Submission and Approval of Executive Policy.

The Chief Education and Financial Officers shall submit all proposed Executive Policy's for the Board's approval. The Board may approve such policies or deny such policies and state the reasons for the denial.

Policy 2-3 Procurement

(Amended January 14, 2009)

To the extent possible, the School shall participate in open and rational procurement aspiring to the objections of Chapter 103D, Hawai'i Revised Statutes.

Federal Funds. The school understands that the first clause of this policy (cited above) applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements apply.

Small Purchases. A small purchase is an expenditure of less than \$10,000. Small purchases shall not be parceled by dividing the purchase of same, like or related items of goods, services, or construction, during any 12 consecutive month period, so as to evade the competitive source selection requirements.

Competitive Proposals. Contracts of \$10,000 or more for goods, services, or construction shall be made pursuant to the competitive proposal process. Competitive proposals include the solicitation of proposals containing the scope of work, purchase description, specifications, and the contractual terms and conditions applicable to the procurement. A minimum of three proposals are to be obtained. Award is made by the administration to the lowest responsive and responsible proposal. If less than three proposals are available, the board must vote to choose and accept the most appropriate bid.

Policy 2-4 Student Handbooks

All Student Handbooks shall be approved by the Board by a majority vote. Handbooks must be submitted to the board at least two months in advance of the first day of school.

Policy 2-5 Recruitment, Selection and Acceptance of Students

The school will use a fair, non-biased and non-exclusive process to recruit, select and accept all new students.

Within this practice priority enrollments will be given to the following groups:

- Siblings of currently enrolled students
- Children and grandchildren of Staff Members
- Children and grandchildren of SMLO Founding Members as described in SMLO minutes

Procedures used will be shared and approved by the board annually, prior to the first enrollment period, to assure that equitable practice is being followed.

Policy 2-6. Policy on Fixed Asset Inventory and Capital Depreciation

- A. All capital items with a purchase price of two thousand dollars (\$2,000) or more shall be entered onto the fixed asset inventory and must be assigned an individual identification tag. Items with a purchase price of less than two thousand dollars (\$2,000) are not required to be placed on the inventory but may be entered in the discretion of the administration.
- B. All school Academies are assigned specific identification numbers and tags for use with the inventory system. Tags must be physically located on the asset item, unless otherwise noted. If an item cannot appropriately accommodate an identification tag, the tag and asset serial number should then be placed in a

FAI notebook/file, which should be maintained in a secure location. The administration shall review the FAI semi-annually, and update it with new acquisitions, transfers, and retired items.

- C. This policy requires the school to report its capitalized assets and their depreciated value as part of the annual financial statement. Not all fixed assets on the inventory will be capitalized. Only assets with an original construction or acquisition cost equal to or greater than the threshold cost as listed in section A of this policy shall be capitalized.

Policy 2-7. Fiscal Reserve's Policy – amended April 2011

The school shall keep in reserves an adequate amount of accessible cash resources in order to ensure continued solvency, maintain adequate cash flow and to be prepared for unforeseen emergency expenditures. This amount shall be calculated at the start of each fiscal year by using twenty five percent (25%) of the newly approved fiscal year's total budgeted expenses.

Policy 2-8. Information Access Requests – Approved May 2011

Procedure

All information requests should be made through the Kihei Charter School Board of Governance at least one week prior to a scheduled ~~monthly~~ meeting. The Board will have a public discussion and vote on all such requests. All requests must fall within legal requirements regarding FERPA and other confidentiality laws.

Request Format

All information requests, with the exception of general information documents or pre-existing, mandated information exchange procedures, must be submitted in writing and signed by the requesting person/agency. The request should specifically describe the publication or data sought, and its intended use.

Fulfillment Time

Information requests should not take more than one month to fulfill, after the board approves such request. Where the information sought in a data request, however, is unusually voluminous or requires extensive searching of KCS records beyond the current fiscal year, the fulfillment period may be longer than one month.

Payment of Fees

All payment for publication requests must be made after they have been approved and before the information is sent out. Payment must be made by check to Kihei Charter School. The following schedule of fees applies to all information requests:

Postage and Handling:	\$5.00 (unless cost exceeds that amount) via U.S. Postal Service or UPS Ground
Copies:	\$0.25 per page/per side
CD:	\$10.00
Staff Time:	\$40.00 per hour (2 hour minimum)

Accelerated Data Request

If the data sought is available and requested for delivery in less than one week after the board approves such request, a 50% surcharge will be added.

Fee Exemptions

Information requests from government agencies and education institutions shall be free of charge, providing the request can reasonably be filled with staff time of two hours or less and less than one hundred pages of duplication.

Chapter 3 – Policies on Personnel

Policy 3-1 New Employee Training

Upon hire, all new employees will be provided with an employee handbook which details work expectations, benefits and other information. In addition, relevant training to assure compliance with federal and state laws and local school board policy will be provided.

Policy 3-2 Policy on Employment Contracts

The Board must review and approve the contracts of every person employed at the school.

Policy 3-3 Background Checks

All employees will be subject to finger printing and background checks as a condition of employment.

Chapter 4 – Student Policies

Policy 4-1. Policy on Promotion, Graduation and Diplomas

We define Kihei Charter School as a diploma program school, with an inclusive Special Education program where all students, including special education students, meet all grade K through 12 standards as defined by the Hawaii Content and Performance Standards.

A student may not participate in any official graduation ceremonies or activities unless they have met all graduation requirements. The School does not support social promotion.

If a student does not meet grade level expectations for advancement, the student will not advance to the next grade level.

Policy 4-2. Policy on Student Fees and Fines.

Students may be furnished with the loan of textbooks and other materials free of charge. These are issued by the facilitator and must be returned when students discontinue use. Care should be taken to keep from damaging or losing these materials. Damaged or lost materials must be paid for by the student at the replacement cost. Following the occurrence of a liability, a reminder will be sent home with the next progress report or in lieu of the next report card. No student will receive a report card, transcript, or other student records, until all school liabilities have been satisfied. Liabilities may be due to: a. Lunch balances; b. School fees; c. Lost or damaged textbooks, library materials, electronic devices, or media; or d. Vandalism to school property

Policy 4-3. Policy on Disruptive Behavior

All students have the right to a learning environment free of distractions in order to fulfill their individual learning potential. The school is committed to encouraging and enforcing a higher standard of behavior among its students. Kihei Charter School reinforces the important community values of respect, responsibility, self-reliance, trust and tolerance. To that end, all students have a right to:

1. be treated with respect and courtesy
2. be taught and learn without disruption
3. attend each class every day
4. feel safe in their school

B. Therefore, the Board recognizes and will enforce Chapter 19 of the HRS Student Discipline Policy. The Board delegates to the Chief Education Officer the authority to establish penalties and rewards with respect to this policy.

Policy 4-4 Policy on Students Participating in Off-campus Activities

Parents and families understand that when students are away from the school campus participating in educational activities, the School assumes no responsibilities for student actions, conduct, or liabilities. Acceptance of responsibility lies solely with the student, parent/ and or guardians.

Policy 4-5. Policy on Cheating.

Cheating is defined as representing someone else's work as one's own, the use of prepared work in any form when none is permitted, or cooperative efforts when individual effort is required (copying homework, cheating on tests or quizzes, and/or plagiarizing papers or reports). Any form of cheating to any extent is wrong. This improper conduct is a disservice to one's own educational progress, as well as that of others.

Policy 4-6. Policy on Community Service.

All high school students shall be required to complete community service each academic year. This service is to be unpaid and in addition to any project or internship.

Policy 4-7. Policy on Grades, Credit and Graduation Requirements **(Amended July 8, 2008)**

K-4 Grades

Student progress is communicated as a percentage of work completed that meets the standards and as student demonstration of the 21st Century Skills. The academic year is divided into semesters, and twice yearly (December and June) families will receive a narrative report describing their student's progress on content standards and 21st Century Skills for the semester.

The KCS grading scale for grades K-5 is as follows:

70 - 100%	+
50 - 70%	-
1 - 49% <>	
0%	0

Grades and Credits 6-12

Student progress is communicated as a percentage of work completed that meets the standards and as student demonstration of the 21st Century Skills. Students must complete a minimum of 70% in order to receive credit. The KCS academic year is divided into semesters and high school students work towards earning half credits each semester (1 credit = 1 years' worth of work). The following is the scale used to convert the percentage of standards competed to a GPA Equivalent.

The KCS grading scale (with the percentage earned, the letter grade equivalent and comparable GPA equivalent) is as follows:

97 - 100	A+	4.3
94 - 96	A	4.0
90 - 93	A-	3.7
87 - 89	B+	3.3
84 - 86	B	3.0
80 - 83	B-	2.7
77 - 79	C+	2.5
74 - 76	C	2.3
70 - 73	C-	2.0

No credit is granted for semesters in which less than 70% of the standards were earned.

Graduation Requirements

The minimum academic requirements for the State of Hawaii High School diploma awarded by Kihei Charter School **who will be graduating in 2011 or afterwards** are as follows;

Four (4) credits of Language Arts. These credits must include:

1 credit – Language Arts I
1 credit – Language Arts 2
Four (4) credits of Social Studies. These credits must include:
.5 credit - Modern History of Hawaii
.5 credit - Participation in Democracy
Three (3) credits of Mathematics
Three (3) credits of Science
Two (2) credits of one of the following courses of study:
World Language
Fine Arts
Career and Technical Education
Two (2) credits of Physical Education
One (1) credit of Health
One (1) credit of Personal/Transitional Planning
One and a half (1.5) credits of Independent Project Class
One half (.5) credit of Senior Project
One half (.5) credit of Virtual Course
One half (.5) credit of Internship
One (1) credit of Elective
Portfolio Exit Interview/Demonstration
Total = 24 credits

4-8 Policy on Dress Code

The School has set basic standards to foster a concept of appropriate dress for the school as well as a business setting. Personal freedom regarding dress cannot be overlooked, yet the rights of all must be considered. Apparel considered indecent and inappropriate for the educational atmosphere of the school and school related activities is prohibited.

Policy 4-9 on Lunch Fees

To avoid large negative lunch balances and encourage families to fill out their free/Reduced Lunch Forms, the following steps will be taken.

At (+\$5.00) the following will happen:

The POS checker will give the student a verbal reminder that their lunch balance is getting close to zero and to please have a guardian make a lunch deposit at one of KCS front desks.

The Support Staff will send a canned email home stating that their lunch balance is getting close to zero and to please have a guardian make a lunch deposit at one of KCS front desks. KCS lunch balances are intended to always be maintained above zero. If your student's lunch balance hits (-\$ 35.00) we will be forced to stop serving them. Please ensure that your student maintains a positive lunch balance.

The email is pasted into Power School as a Log Entry, documenting that the message was sent.

At (-\$5.00) the following will happen:

Support Staff will send a canned email home stating that your student owes money in their lunch account and to please make a deposit at one of our KCS front desks to correct this situation. KCS lunch balances are intended to always be maintained above zero. If your student's lunch balance hits (-\$ 35.00) we will be forced to stop serving them. Please put money in your student's lunch account as soon as possible. The email is pasted into Power School as a Log Entry, documenting that the message was sent.

At (-\$20.00)

Support Staff will send a canned email home stating that your student owes \$20.00 or more in their lunch account and to please make a deposit at one of our KCS front desks to correct this situation. KCS lunch balances are intended to always be maintained above zero. If your student's lunch balance hits (-\$ **35.00**) we will be forced to stop serving them. Please ensure that your student's lunch balance gets back to a positive amount as soon as possible.

Support Staff will make a phone call to the parents/guardians to ensure that they are aware of the negative balance and that we will have to stop serving them their child if the negative balance hits (-\$35.00). The email is pasted into Power School as a Log Entry, documenting that the message was sent.

If we are unable to reach the parent/guardian, a physical letter will be sent home stating that that your student is carrying a negative lunch balance and to please make a deposit at one of our KCS front desks to correct this situation. KCS lunch balances are intended to always be maintained above zero. If your student's lunch balance hits (-\$ **35.00**) we will be forced to stop serving them. Please ensure that your student's lunch balance gets back to a positive amount as soon as possible.

The email is pasted into Power School as a Log Entry will document that the email, call, and/or letter went home.

At (-\$35.00)

Support Staff will send a canned email home stating that your student's lunch balance has exceeded the maximum allowable negative balance of (-\$35.00). We are forced to stop serving your student until you can return the lunch balance to a positive. Please make a deposit at one of our KCS front desks as soon as possible. You may also call in a payment on your credit card to either of our front desks. If you have not done so this school year, PLEASE FILL OUT A FEDERAL FREE/REDUCED LUNCH FORM that is available at either KCS front desk.

Transcripts and diplomas will be withheld until the lunch debt is repaid in full.
We will stop serving the student until the negative balance is corrected.

Policy 4 – 10 on Re-admission of Students

This policy applies to students who have already attended one of KCS's academies, and has been counseled to an alternate setting due to continual non-success or non-compliance, despite KCS interventions:

Policy: Any student who has been counseled from KCS to an alternate setting due to non-compliance or non-success, in our public school of choice, may return to KCS upon the following conditions.

- + They will be on a strict academic/behavior contract
- + The first nine weeks will be a probationary period
- + Parents and students will sign a contract, created by the school administration/ leadership agreeing to transition at the end of the probationary period, if the student is not being successful during this time.
- + The contract agreement will be individualized for each student, but will always include:
 - 1) Successful Academic Progress, as defined by the KCS academy
 - 2) Behavioral Success/Safe Appropriate Participation, as defined by the KCS Academy
 - 3) Alignment with KCS's unique core philosophies.

Student progress will be monitored, evaluated and communicated to parents/guardians throughout the probationary period to determine if KCS is an appropriate, positive, and successful placement for their student. If the student does not adhere to the contract or is not making adequate progress, they will transfer to alternate placement at the end of the probationary period.

Policy 4 - 11 on Truancy

If a student misses the indicated number of face-to-face school days, per quarter, as listed below, it will trigger this truancy policy and the suitable interventions. (*) indicates Step One Interventions and (**) indicates Step Two Interventions that will be enacted.

STEM Virtual Program

Grades K-4 (*4 days/ **7 days)

Grades 5-8 (*6 days/**10 days)

STEM Middle School

Grades 6-8 (*8 days/**12 days)

STEM High School

Lower Division: Grades 9-10 (*8 days/**12 days)

Upper Division: Grades 11-12 (*5 days/**8 days)

Suitable Interventions: All of our normal attendance practices will occur, such as phone calls to notify families that their child is not in school, advisor communications, Lead Teacher follow-ups, etc.

***Step One:** A certified letter will be sent home notifying parents/guardians that their child has missed an alarming amount of school days for the quarter. A meeting is requested to discuss how to improve the situation. If no return communication is received, our DOE Social Worker and CPS will be notified of the truancy.

**** Step Two:** A certified letter will be sent home notifying parents/guardians that their child has missed an unacceptable amount of school days for the quarter, and they are truant. A meeting is requested to create a plan to support the student. If no return communication is received, or there is a suspicion of neglect our DOE Social Worker and CPS will be notified of the truancy

Chapter 5 – Other Policies