Subject: Independent Study
Effective Date: September 1, 2005
RATIFIED: March 8, 2007
Revised: January 16, 2013
Approved By: Board of Directors
Policy: 5006.1

River Springs Charter School operations shall be governed by Ed Code 51747.

K-12 public school guidelines for independent study will be evident in the annual audit.

Procedure

1. A master agreement shall be kept on file for each independent study student for each semester the student attends River Springs Charter School.
2. Appropriately credentialed teachers will meet with each family a minimum of once every 20 days to collect work and to assign work.
3. The school will ensure that guidelines of Ed Code 51747 are met regarding the ratio of ADA to FTE certificated employees.
4. RSCS will provide resources including, but not limited to, all school personnel, a credentialed teacher, textbooks, computers and software, supplementary materials, educational activities, group courses, and community resources. Highly qualified single subject specialists overseeing high school students will be listed on the Student Agreement.
5. It will be made clear to parents that enrollment in RSCS is voluntary. The student will always be eligible to return to his/her local school district.
6. In the event that one or more assignments are missed by a student, an evaluation may be completed to determine whether it is in the best interests of the student to remain in independent study. This evaluation will be documented in the attendance record and learning record documents. If adequate progress has not been made, the school personnel will proceed in accordance with truancy policy and procedures. This evaluation shall be maintained for three years from the date of the evaluation and, if the pupil

transfers to another California public school, the record shall be forwarded to that school.

7. The Student Agreement shall be completed for each student each semester. This attached agreement addresses all elements contained in Education Code 51747, and this form is the adopted independent study policy of RSCS.
8. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting her/his progress is on the Student Agreement.
9. The objectives and methods of study for the pupil's work and the methods utilized to evaluate that work are included in the Student Agreement.
10. The assigned courses and credits to be earned for these courses are listed on the Student Agreement.
11. The Student Agreement must be signed prior to the commencement of independent study by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil.
12. The appropriately credentialed teacher will complete attendance records, including contemporaneous records, pursuant to Ed Code 51474.5(b).