

Subject: Independent Study
Effective Date: May 24, 2013
Revised Date: August 15, 2013
Approved By: Board of Directors
Policy: 5006.1

Harbor Springs Charter School ("HSCS" or "School") operations shall be governed by Education Code Section 51745 et seq.

K-12 charter school guidelines for independent study and the applicable provisions of the K-12 State Controller's Audit Guide will be utilized in the annual audit.

For pupils in all grade levels offered by the School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be _twenty (20) school days.

When any pupil fails to complete one assignment during any period of twenty (20) school days, the Superintendent or his or her designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of 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.

Procedure

1. A master agreement shall be kept on file for each independent study student for each semester the student attends HSCS that complies with Education Code Section 51747 including but not limited to the following:

    - The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.

- The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.

- The specific resources, including materials and personnel, which will be made available to the pupil.

- A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.

- The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one semester, or one- half year for a school on a year-round calendar.

- A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.

- The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

- Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, 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. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.

2. The School will ensure that guidelines of Education Code Section 51745.6 and Title 5 California Code of Regulations Section 11704 are met regarding the ratio of ADA to FTE certificated employees.
3. HSCS 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.
4. It will be made clear to parents that enrollment in HSCS is voluntary. The student will always be eligible to return to his/her local school district.
5. The appropriately credentialed teacher assigned to supervise independent study will complete attendance records, including contemporaneous records, pursuant to Education Code Section 51747.5 (a) and (b) and Title 5 of the California Code of Regulations Section 11704.