



**Subject:** Independent Study  
**Effective Date:** June 17, 2016  
**Revised Date:** July 13, 2021  
**Approved By:** Board of Directors  
**Policy:** 5006.1

The 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 year the student attends the Charter School.
2. The maximum length of time for all grade levels and all programs operated by the Charter School that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work is 20 school days .
3. The school will ensure that guidelines of Ed Code 51745.6 are met regarding the ratio of ADA to FTE certificated employees.
4. The school 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.
5. An evaluation shall be completed to determine whether it is in the best interests of the student to remain in independent study under the following circumstances:
  - a. In the event that 30% of assignments are missed during a learning period; and
  - b. In the event Student's educational progress falls below satisfactory levels as determined by the Charter School's Adequate Progress Policy and procedure which considers ALL of the following indicators:
    - i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).

- ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
  - iii. Learning required concepts, as determined by the supervising teacher.
  - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
  - v. This evaluation will be documented in the attendance record and learning record documents and will be maintained as a mandatory interim student record which 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 .
6. The Charter School shall provide content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by Charter School for graduation and approved by the UC or CSU as credible under the A-G admissions criteria.
7. The Charter School has adopted tiered reengagement strategies for all pupils who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of the written agreement pursuant to Education Code Section 51747(g). These procedures are as follows: :
  - a. Verification of current contact information for each enrolled pupil;
  - b. Notification to parents or guardians of lack of participation within one school day of the absence or lack of participation;
  - c. A plan for outreach from the school to determine pupil needs including connection with health and social services as necessary;
  - d. When the Adequate Progress Policy is triggered (as above) a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the requirement above regarding the number of missed assignments and level of satisfactory educational progress that will trigger an evaluation as to whether it is in the best interest of the pupil to remain in independent study.
  - e. A plan to evaluate the pupil's achievement and necessary support through the Charter School's Multi-Tiered Systems of Support process.
8. The following plan shall be in place in accordance with Education Code Section 51747(e):
  - a. For pupils in transitional kindergarten through grade 3, inclusive, a plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year as follows: daily live instruction accessed through the Learning Management System.

- b. For pupils in grades 4 to 8, inclusive, a plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all pupils throughout the school year as follows: daily live interaction and weekly synchronous instruction accessed through the Learning Management System.
  - c. For pupils in grades 9 to 12, inclusive, a plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year as follows: weekly synchronous instruction accessed through the Learning Management System.
9. The Student Agreement shall be completed for each student each school year and maintained as follows which contains elements required by Education Code 51747, and this form is the adopted independent study policy of the school.
- a. The manner, time, frequency, and place for submitting a pupil's assignments assignments, for reporting the pupil's academic progress, and for reporting his communicating with a pupil's parent or her guardian regarding a pupil's academic progress.
  - b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
  - c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
  - d. A statement of the policies adopted pursuant to Education Code Section 57147 (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
  - e. The duration of the independent study agreement, including the 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 school year.
  - f. 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.
  - g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29

U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health support.

- h. 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 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.
- i. Each written agreement shall be signed, before 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. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.

10. It will be made clear to parents that enrollment in the school is voluntary. Independent study is an optional educational alternative in which no pupil may be required to participate. The student will always be eligible to return to his/her local school district. The Charter School will assist with the transition of pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days. The plan to transition pupils whose families wish to return to in-person instruction shall be as follows: give parents any classroom-based options available within the Charter School and/or provide them with their district and county of residence's contact information.

11. The appropriately credentialed teacher will complete attendance records, including contemporaneous records, pursuant to Ed Code 51474.5(b) -(d).