



**Subject:** Independent Study  
**Effective Date:** June 17, 2016  
**Revised Date:** July 13, 2021  
**Revised Date:** August 10, 2022  
**Approved By:** Board of Directors  
**Policy:** 5006.1

The Charter School offers independent study to meet the educational needs of pupils enrolled. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Board of Directors for implementation at Charter School:

1. A master agreement shall be kept on file for each independent study student for each year the student attends the Charter School. 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.
2. The Charter School shall ensure that it is in compliance with Education Code Section 51745.6 regarding the ratio of average daily attendance (“ADA”) to full-time equivalent (“FTE”) certificated employees.
3. The Superintendent or designee shall complete an evaluation to determine whether it is in the best interests of the student to remain in independent study upon the following triggers:
  - a. In the event that 30% of assignments are missed during a learning period.
  - b. In the event a 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.

A written record of findings of any evaluation conducted pursuant to this policy shall be treated 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.

- 4. The Charter School shall provide content aligned to grade level standards that is 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 creditable under the A-G admissions criteria.
- 5. The Charter School has adopted tiered reengagement strategies for the following pupils:
  - a. All pupils who are not generating attendance for more than 10 percent (10%) of the required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;
  - b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than fifty percent (50%) of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
  - c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- 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. Outreach from the school to determine pupil needs including connection with health and social services as necessary;
  - d. A clear standard for requiring 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 policies adopted pursuant to Education Code Section 51747(g)(4).
  - e. A plan to evaluate the pupil's achievement and necessary support through the Charter School's Multi-Tiered Systems of Support process.
- 6. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:
    - 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.
7. When a family indicates a wish to return their pupil or pupils to in-person instruction from independent study, the Charter School shall provide the family with options within their district of residence or surrounding areas for in-person instruction expeditiously, and, in no case, later than five instructional days.
  8. A current written agreement shall be completed for each student each school year and maintained on file, including but not limited to, all of the following
    - a. The manner, time, frequency, and place for submitting a pupil's 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 Sections 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.
  - For a pupil participating in an independent study program that is scheduled for more than 14 school days, 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 the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in 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 the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. 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. Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.