

Board Policy #: [INSERT]

Adopted/Ratified: 09/21

Revision Date: 06/23



San Diego Cooperative Charter School

Independent Study Board Policy

In the interest of maintaining a student’s academic progress and minimizing disruption to the educational program, San Diego Cooperative Charter School (“SDCCS” or the “Charter School”) may offer Independent Study to meet the short-term educational needs of students enrolled in the Charter School. Independent study is an optional educational alternative in which no student 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 students to complete their independent study successfully. The SDCCS Board of Directors have adopted the following written policies for [A1] implementation at the Charter School.

Short-term independent study is available for students who are unable to participate in classroom instruction for a minimum of two (2) [A2] consecutive school days, but in no event shall be allowed for more than a cumulative total of fourteen (14) school days in a school year.[A3]

Participation in independent study shall be limited to staffing capacity and shall be maintained to be lower than twenty percent (20%) of the attendance at the Charter School at any given time.

Should interest in independent study exceed capacity, participation shall be determined by public random drawing.

All requests will be considered on a case-by-case basis. Any use of independent study shall be restricted to occasional, incidental instances of extended absences, and shall fully comply with all applicable independent study laws and regulations. Students' attendance records and overall performance records will be considered in granting independent study applications. Priority for

Board Policy #: [INSERT]

Adopted/Ratified: 09/21

Revision Date: 06/23

independent study shall be provided to those students with written documentation from a physician that states that a student cannot safely attend school in-person even with appropriate safety measures as required by the local, state, and federal departments of health. Absences for which independent study is not approved, including absences in excess of the fourteen (14) day cumulative limit for independent study per school year, will be addressed in accordance with the Charter School's attendance policy and may be considered unexcused and/or lead to truancy prevention measures, depending on the nature of the absence.

The SDCCS Board of Directors has adopted the following written policies for implementation at Charter School:

1. For students in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be five (5) school days.
2. The Executive Director or designee shall conduct an evaluation to determine whether it is in the best interests of the student to remain in independent study upon the following triggers:
 - a. When any student fails to complete one (1) assignment during any period of five (5) school days.
 - b. In the event a Student's educational progress falls below satisfactory levels as determined by the Charter School's School Success Team ("SST") process which considers ALL of the following indicators:
 - i. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and student 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 student is working on assignments.
 - iii. Learning required concepts, as determined by the supervising teacher.

Board Policy #: [INSERT]

Adopted/Ratified: 09/21

Revision Date: 06/23

iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim student record. The record shall be maintained for a period of three years from the date of the evaluation and, if the student transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction.

4. A current written agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:

a. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent or guardian regarding a student's academic progress.

b. The objectives and methods of study for the student's work, and the methods used to evaluate that work.

c. The specific resources, including materials and personnel, that will be made available to the student. These resources shall include confirming or providing access to all students 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 subdivisions (a) and (b) of Education Code Section 51747 regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the student should be allowed to continue in independent study.

e. The duration of the independent study agreement, including the beginning and ending dates for the student'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 student upon completion.

Board Policy #: [INSERT]

Adopted/Ratified: 09/21

Revision Date: 06/23

g. A statement detailing the academic and other supports that will be provided to address the needs of students 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 student's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), students in foster care or experiencing homelessness, and students 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 student may be required to participate. In the case of a student 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 student through independent study only if the student is offered the alternative of classroom instruction.

i. Each written agreement shall be signed, before the commencement of independent study, by the student, the student's parent, legal guardian, or caregiver, if the student 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 student. Beginning in the 2022–23 school year, for a student participating in an independent study program that is scheduled for less than fifteen (15) school days, each written agreement shall be signed within ten (10) school days of the commencement of the first day of the student's enrollment in independent study, by the student, the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the independent study, and the certificated employee designated as having responsibility for the special education programming of the student, 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

Board Policy #: [INSERT]

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Revision Date: 06/23

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.

5. The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the Charter Schools Act of 1992 provisions and the State Board of Education regulations adopted there under.

6. The Executive Director may establish regulations to implement these policies in accordance with the law.