

Board Policy: Instruction # 601



POLICY REGARDING INDEPENDENT STUDY

University Preparation School at CSU Channel Islands, Inc. which operates University Preparation Charter School at CSU Channel Islands (“UPCS” or “Charter School”), may offer independent study to meet the short or long-term educational needs of pupils enrolled in UPCS. 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. UPCS 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 University Preparation School at CSU Channel Islands, Inc. Board of Directors for implementation UPCS:

Independent Study will be limited to a maximum period of ten (10) consecutive school days unless otherwise approved by the Executive Director or designee. Independent Study requires approval from the Executive Director or designee in writing. In an extenuating circumstance (e.g., serious illness or injury, quarantine, emergency school closure, or any type of emergency listed in Education Code section 46392, subdivisions (a) or (b)), the Executive Director or designee may approve additional Independent Study days.

Independent Study is conducted solely for the educational benefit of the students attending UPCS as a means to encourage daily engagement in school work even during times of extended absence or emergency school closure. No student is required to request or participate in an Independent Study program. Parents are to give **at least three (10) school days’ notice** of a request for Independent Study. In an extenuating circumstance (i.e., a serious illness, injury or family emergency, quarantine, emergency school closure, or any type of emergency listed in Education Code section 46392, subdivisions (a) or (b)), with approval of the Executive Director or designee, the teacher will work with the parent to implement an Independent Study program in an expedited manner with less than **three-ten (310) school days’ notice**.

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The Board has adopted the following statements in accordance with Education Code Section 51747:

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- (a) For students in all grade levels and programs offered by UPCS, 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 ten (10) school days.
- (b) 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:
 - 1. When any pupil fails to complete three (3) assignments during any period of ten (10) school days.
 - 2. In the event a student's educational progress falls below satisfactory levels as determined by 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 the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The 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.

- (c) UPCS shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction.
- (d) UPCS has adopted tiered reengagement strategies* for the following pupils:

* The tiered reengagement strategies, plan for synchronous instruction and live interaction, and plan to transition pupils whose families wish to return to in-person instruction (paragraphs 4, 5, and 6 above) shall not apply to pupils who participate in an independent study program for fewer than 15 schooldays in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision. The tiered reengagement strategies shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.

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1. All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of UPCS's approved instructional calendar;
2. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
3. 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:

1. Verification of current contact information for each enrolled pupil.
 2. Notification to parents or guardians of lack of participation within one school day of the recording of a nonattendance day or lack of participation.
 3. A plan for outreach from UPCS to determine pupil needs including connection with health and social services as necessary.
 4. 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 paragraph (4) of subdivision (g) of Education Code Section 51747.
- (e) The following plan* shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:
1. For pupils in transitional kindergarten through grade 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:
 - i. For pupils in transitional kindergarten through grade 3, inclusive, UPCS will provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher via an online videoconferencing platform.
 2. For pupils in grades 4-8, inclusive, the plan to provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of UPCS and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows:
 - i. For pupils in grades 4-8, inclusive, UPCS will provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of UPCS and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher via an online videoconferencing platform.

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- (f) The following plan* shall be utilized to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days:
- Within five (5) instructional days, UPCS will transition pupils whose families wish to return to in-person instruction from independent study to its classroom program.
- (g) A current written Independent Study master agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:
- 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 pupil's academic progress.
 - The objectives and methods of study for the student's work, and the methods used to evaluate that work.
 - 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 pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
 - A statement of the policies adopted pursuant to Education Code Section 51747, subdivisions (a) and (b) 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.
 - 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 a semester.
 - 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.
 - 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

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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 supports.

- 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 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.

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UPCS shall comply with Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted thereunder.

Independent Study will be offered to any student impacted by any of the emergency conditions set forth in Education Code section 46392 within 10 days of the first day of a school closure or material decrease in UPCS average daily attendance. In such emergency circumstances, independent study master agreements will be executed within a reasonable amount of time from the first day of the school closure or material decrease in attendance. Students who are individuals with exceptional needs shall receive the services identified in their individualized education programs pursuant to Education Code section 56345(a)(9) and may participate in an independent study program.

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

Commented [CF3]: Added this per Ed. Code section 46393 in an abundance of caution in the event there is an emergency necessitating independent study for students.

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