



CURRICULUM POLICY #7

Independent Study Policy

Chico Country Day School ("Charter School") may offer independent study to meet the educational needs of students enrolled in the Charter School in accordance with applicable law. 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 Director of Student Affairs or designee retains discretion to approve independent study written agreements for students. Families interested in independent study should contact Stacey Owen, Independent Study teacher at 530-895-2650 extension 861 or email at sowen@chicocountryday.org.

Charter School will provide appropriate services, supports, technology and resources to enable students to complete their independent study program successfully. The following independent study policies have been established by Charter School in alignment with Education Code ("EC") § 51744 et seq. and adopted pursuant to EC § 51747 and 5 C.C.R. § 11701:

1. For students in independent study in any grade level, the maximum length of time that may lapse between the time an independent study assignment is made and the date by which the student must complete the assigned work is **twenty (20)** schooldays.
2. Charter School shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any student fails to complete **three (3)** assignments during any period of twenty (20) schooldays;
 - b. In the event a student's educational progress falls below satisfactory levels as determined by ALL of the following indicators:
 - 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).
 - The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - Learning required concepts, as determined by the supervising teacher.

Curriculum Policy #7: Independent Study Policy

Adopted: 9/11/2024

Revised: DATE 8/2/22; 9/11/24



- Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
3. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim student record. This record will 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 will be forwarded to that school. Charter School will provide content to students aligned to grade level standards that is substantially equivalent to in-person instruction.
 4. The Charter School has adopted tiered reengagement strategies* for the following pupils:
 - a. All students not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the school's approved instructional calendar,
 - b. Students found not participatory in synchronous instruction offerings pursuant to EC § 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span, or
 - c. Students who are in violation of their independent study 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:

- d. Verification of the student's current contact information;
- e. Notification to the student's parent or guardian of the student's lack of participation within one schoolday of the recording of a nonattendance day or lack of participation (e.g., via email, message, text, telephone, letter, etc.);
- f. A plan for outreach to the student and parent(s) or guardian(s), including connection with health and social services as necessary;
- g. A clear standard for requiring a pupil-parent-educator conference (a meeting involving all individuals who signed the student's written agreement) to review the student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747; and

Curriculum Policy #7: Independent Study Policy

Adopted: 9/11/2024

Revised: DATE 8/2/22; 9/11/24



- h. Implementation of any Charter School programs intended to address chronic absenteeism, as applicable.
5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and daily live interaction*:

“Live interaction” means interaction between the student and Charter School staff, and may include peers, to maintain school connectedness. Examples of live interaction include check-ins, progress monitoring, provision of services, and instruction, and live interaction can be in-person or in the form of internet or telephonic communication.

“Synchronous instruction” means classroom-style instruction, designated small-group instruction, or one-on-one instruction delivered in person or in the form of internet or telephonic communication by the student’s assigned teacher(s) of record, and involving live two-way communication.

- a. For students in grades TK-3, inclusive, Charter School shall opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil’s teacher or teachers of record.
- b. For students in grades 4-8, inclusive, Charter School shall provide opportunities for weekly synchronous instruction and daily live interaction.

Charter School will document each pupil’s participation in live interaction and synchronous instruction pursuant to Section 51747 on each schoolday, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A pupil who does not participate in scheduled live interaction or synchronous instruction on a schoolday shall be documented as nonparticipatory for that schoolday for purposes of pupil participation reporting and tiered reengagement.

6. The Charter School shall transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days.*
- a. A student’s parent or guardian may request their student return to in-person instruction from independent study by making a written request to the Director of Education or designee or their assigned teacher(s) of record. If there is capacity in Charter School’s in-person program at the student’s grade level, Charter School will transition the student within five (5) schooldays. If there is not capacity in Charter School’s in-person program at the student’s grade level, Charter School



will offer to help the student enroll in the in-person program offered by their district of residence and offer the student an opportunity to join Charter School's waitlist, within five (5) schooldays.

* 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:

- a. pupils who participate in an independent study program for fewer than 16 schooldays in a school year;
- b. 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; or
- c. 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.

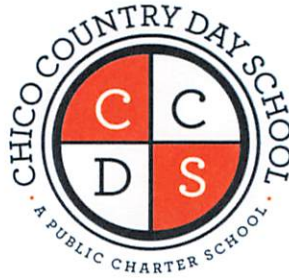
7. A current written independent study agreement for each independent study student will be maintained on file. Each written agreement will contain the following:

- 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, which will be made available to the student. These resources will 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 pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments

Curriculum Policy #7: Independent Study Policy

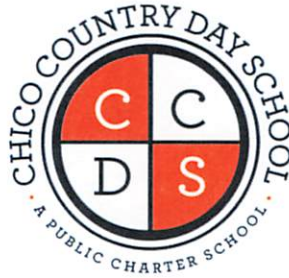
Adopted: 9/11/2024

Revised: DATE 8/2/22; 9/11/24



allowed prior to 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 beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement will 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.
- 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 IEP 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 supports.
- 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 EC § 48915 or 48917, the agreement also will 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. For a student participating in independent study that is scheduled for fifteen (15) or fewer schooldays: each written agreement shall be signed, during the school year in which the independent study program takes place, 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 the certificated employee designated as having responsibility for the special education programming of the student, as applicable. The written agreement may be signed at any time during the school year, but it is the intent of the Legislature that parents or guardians of pupils be provided the agreement at or before the beginning of the school year. For a student participating in independent study that is scheduled for more than fifteen (15) schooldays: each independent study agreement will be signed, prior to 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 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 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.
- j. Before signing a written agreement, the parent or guardian of a student may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the student, parent or guardian, and, if requested by the student or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study, before making the decision about enrollment or disenrollment in the various options for learning.
8. The Charter School shall comply with the Education Code sections 51744 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
9. The Director of Student Affairs may establish regulations to implement these policies in accordance with the law.
10. Additional Independent Study Requirements:
- a. Charter School will not provide any funds or other thing of value to the student or his or her parent or guardian that a school district could not legally provide to a



similarly situated student of the school district, or to his or her parent or guardian. (EC § 51747.3(a).)

- b. Charter School may only receive funding for the provision of independent study to students who are residents of Butte County or who are residents of a county immediately adjacent to Butte County. (EC § 51747.3(c).)
- c. A student with exceptional needs, as defined in EC § 56026, may participate in independent study if the student's IEP specifically provides for that participation. If a parent or guardian of an individual with exceptional needs requests independent study, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education in an independent study placement. (EC § 51745(c).)
- d. Charter School may claim apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher employed by Charter School, or the combined time value of student work product and student participation in synchronous instruction. (EC § 51747.5(b).)
- e. Charter School will maintain written or computer-based evidence of student engagement that includes, but is not limited to, a grade book or summary document that, for each class, lists all assignments, assessments, and associated grades. (EC § 51747.5(d).)
- f. Records of the independent study program will be maintained for audit purposes and shall include the following:
 - A copy of the independent study board policies.
 - A separate listing of the students, by grade level who have participated in independent study identifying units of the curriculum attempted (also known as the "course of study") and units of the curriculum completed by students, as specified in their written agreements.
 - A file of all written agreements, with representative samples of each student's work products and a signed acknowledgement by the supervising teacher indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.



- A daily attendance register, as appropriate to the program in which the students are enrolled, separate from classroom attendance records, and maintained on a current basis as time values of student work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different individuals.
 - Any other documents charter schools are required to maintain as required by law. (5 C.C.R. § 11703.)
- g. Charter School will comply with all applicable law regarding independent study, including ADA-to-certificated teacher ratio requirements. (EC § 51744 et seq.; 5 C.C.R. § 11700 et seq.)