

# CITY HEIGHTS PREP

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## CHARTER SCHOOL

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### **Independent Study policy**

#### **Purpose of Independent Study**

At City Heights Preparatory Charter School, independent study may be used to accommodate a temporary absence for a student who is usually in classroom attendance but will be temporarily out of school for any reasonable excuse, including illness, to generate ADA. Independent study is conducted under the supervision of a credentialed school employee(s) who will assign a course of study appropriate for the grade of the student and length of absence. The intent of independent study is to continue the student's education as that they do not fall behind while they are temporarily absent. No student may be required to participate in independent study, it is optional. These policies apply to all pupils participating in independent study at City Heights Preparatory Charter School (the "School").

#### **Agreement**

##### **Independent Study**

- Students must complete daily assignments by the due date no later than 6:00pm PST.
- Academic evaluation will be triggered when a student misses 5+ academic assignments during independent study.
- Academic work will be aligned to content at the level of quality and intellectual challenge substantially equivalent to in-person instruction.
- Students will have access to all courses offered by City Heights Prep for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria.
- Students and independent study team will use procedures for tiered reengagement.
- Students will agree to synchronous instruction and live interaction with teachers.
- Students who want to return to in-person instruction will have an expeditious transition plan within no more than 5 days.
- Written agreement will be filed within the students academic file of participation in independent study.
- Satisfactory educational progress will be determined by the following factors
- Students achievement and engagement in the independent study program, as indicated by the students performance on the schools districts local control and accountability plan.
- Completion of assignments, assessments, or other indicators that evidence that a student is working on assignments.
- Learning required concepts, as determined by the supervising teacher.
- Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.
- School is responsible for providing students with necessary technology and course required materials.
- Independent study may be offered to all students during emergency school closures.

- All assignments will be submitted and completed through an online platform.

### **Tiered Reengagement for Traditional Independent Study**

Students who are not generating attendance for more than three school days or 60 percent of the instructional days in a week and/or violation of written agreement will have to follow the following reengagement strategies

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## Independent Study Contract

Site Staff to complete this section

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Classroom Teachers \_\_\_\_\_

Contract Dates:

From \_\_\_\_\_ Through \_\_\_\_\_ Total Number of Days \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place of Meeting:** \_\_\_\_\_

**Objectives:** The student will complete the subject(s) listed below. All course objectives will be consistent with the established Charter School Board Policy and are consistent with Charter School standards, as outlined in the Charter School's subject/course descriptions.

**Method of Study:** Specific methods of study will be designated on an online platform and Attendance Record incorporated herein. Examples of methods of study for the student will include but are not limited to: Computerized Curriculum, Drill & Practice, Experiential Learning, Field Trips, Independent Reading, Learning Center Courses, Problem Solving, Research/Library Research, Study Projects, Textbook Activities, Web/Internet, Other \_\_\_\_\_

**Method of Evaluation:** Academic evaluations will be designated on the Student Assignments and Attendance Record incorporated herein. Examples of acceptable methods of evaluation include but are not limited to: CA High School Exit Exams, Chapter/Unit Tests, Finals, Labs, Learning Journals, Observations, Portfolios, Presentations, Progress/Report Cards, Quizzes, State Standards Testing, Student Conferences, Teacher-made Tests, Work Samples, Other \_\_\_\_\_

**Attendance credit** for each subject below will be determined by the supervising teacher according to the percentage of assigned work completed and objectives met by the due date.

**Academic credit** (grade, points, comments, etc.) for each subject below will be determined by the supervising teacher according to the quality of assigned work submitted. Assigned work may not be less than the amount of work for the minimum day.

**Resources:** The school will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. Assignments and specific resources will be designated on the Assignment and Attendance Record incorporated herein.

**Voluntary Statement:** It is understood that independent study is an optional educational alternative in which no pupil may be required to participate.

Parent Signature \_\_\_\_\_  
(to be signed prior to student's departure)

Date : \_\_\_\_\_

Classroom Teacher Signature \_\_\_\_\_  
(to be signed prior to student's departure)

Date : \_\_\_\_\_

Classroom Teacher Signature \_\_\_\_\_  
(to be signed prior to student's departure)

Date : \_\_\_\_\_

Classroom Teacher Signature \_\_\_\_\_  
(to be signed prior to student's departure)

Date : \_\_\_\_\_

Classroom Teacher Signature \_\_\_\_\_  
(to be signed prior to student's departure)

Date : \_\_\_\_\_

Classroom Teacher Signature \_\_\_\_\_  
(to be signed prior to student's departure)

Date : \_\_\_\_\_

Classroom Teacher Signature \_\_\_\_\_  
(to be signed prior to student's departure)

Date : \_\_\_\_\_

Other Person Who Has Direct Responsibility for Providing Assistance to the Pupil\*

\_\_\_\_\_  
(to be signed prior to student's departure)

Date \_\_\_\_\_

\_\_\_\_\_  
(to be signed prior to student's departure)

Date \_\_\_\_\_

\* [Put N/A if there is no "other person"]