

# 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

- Verification of current contact information for each enrolled student.
- Notification to parents or guardians of lack of participation within one school day of the absence or lack of participation.
- A plan for outreach from the school to determine student needs, including connection with health and social services as necessary.
- A clear standard for requiring a pupil-parent-educator conference to review a student's written agreement, and reconsider the independent study programs' impact on the students' achievement and well-being.

## **Student Required Synchronous Instruction/ Live Interaction**

Grades 6-8:

- Daily live interaction
- Weekly synchronous instruction

Grades 9-12:

- Weekly synchronous instruction

Daily Live Interaction: Interaction between the student and City Heights Prep teachers or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. The interaction may take place in person, or in the form of internet or telephonic communication.

Synchronous Instruction: Classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student.

## **Implementation**

### **Site Administrator or Designee**

- Ensures that independent study occurs in accordance with state law and applicable school and/or district policies and procedures.
- Approves the participation of students requesting independent study.
- Oversees all paperwork and all procedures for independent study.
- Establishes and maintains in a systematic manner all records required by state law and regulations.
- Approves all academic credits and attendance earned through independent study.

### **Student/Parent**

- Notifies the school in advance when the student will be starting independent study.
- Abides by the terms of the Independent Study Contract, including a commitment to, and the support and guidance of, the student in independent study.
- Oversees all paperwork and procedures for independent study.
- Ensures that the student completes all assignments by the designated due date

## **Supervising Credential Teacher(s)**

- Completes and signs the Independent Study Contract.
- Notes the start and completion dates and assigns the appropriate tasks and materials.
- Notifies the attendance clerk of the dates the student will be on independent study.
- Received and evaluates student's work to determine the number of days/hours of attendance credit earned; uses professional judgment to determine the time value of the completed work.
- Records time value on Independent Study Contract, and a signed and dated sample of student's original work to school office for processing and retention.
- Records all student live interaction/ synchronous meetings.
- Must keep samples of student work.
- Must trigger tiered re-engagement strategies when necessary.

### Attendance Accounting for a Temporary Absence

- **Before the student leaves on independent study.** Independent study team meets with parent/guardian students to review policy, receive materials, and sign contract.
- **During the Independent Study.** Students must attend and complete all required synchronous and daily live interactions with teachers. If a student misses up to 5 assignments in any given period, then the student will trigger the tired- re engagement strategies.
- **After the completion of the independent study agreement.** Attendance clerk replace "G" with appropriate code, based on the length of the independent study agreement:
  - For agreements of two (3) consecutive school days or longer, replace "G" with "C" for each day of attendance credit earned under the independent study contract as determined by the supervising credentialed teacher. Students will receive traditional grades for completed work and attendance.

## **Records for an Audit**

The School shall comply with the Education Code Sections 51745 through 51749.3, now updated to AB 130, and the provisions of the Charter School's Act and the State Board of Education regulations adopted there under. To meet state audit requirements, the Site Administrator or designee ensures that the following are maintained at the school site:

- The Independent Study Contract and online sample drive of student work every two weeks of student contracted days for 3 years after completion of independent study.
- The samples of the student's original work for each subject must be stored by the supervising credentialed teacher, student's name, and the completion date must be recorded on the sample. A representative sample of the student's original work must be on file for each subject for which ADA was reported.
- A Master List of Students on Independent Study must be on file for the previous three (3) years plus the current year.
- Teachers files of all recorded synchronous/ live interactions with students during contracted independent study days.