

LUCERNE VALLEY UNIFIED SCHOOL DISTRICT

Charter School Oversight Process, 2021-2022

[Abstract](#)

In response to recent legislation and associated compliance matters, LVUSD is requiring its charter schools to complete a self-review of their Independence Study program.

The oversight process utilized by LVUSD:

- * has been designed relevant to implementation of pertinent Education Code sections (including Ed.Code Section 47605.required 15 elements). In addition to reviewing the charter school's compliance relevant to California Education Code sections, the oversight process also involves reviewing the charter school's progress towards fulfilling the mission, purpose, goals, objectives and outcomes of the charter school as referenced in the charter school's board approved Petition and contingent Memorandum of Understanding.
- * is based on the Charter School conducting a self-review, including but not limited to, completing self-review survey(s). In response to survey items, electronic documents such as PDF files, pictures, images and/or video, are to be uploaded as evidence in support of the self-review items. The self-review process is followed up with site and/or virtual visitation(s) by LVUSD and/or LVUSD contracted service providers, whereby the completed self-review and included uploaded files are used as reference for the on-site and/or virtual visitation. Oversight visitations, on site and/or virtual, are designed to evaluate and validate the self-review and may include uploaded materials, as well as observations of the actual operations of the Charter School.
- includes, a written summary of the results, including suggestions and/or recommendations and commendations will be provided to the Charter School.

Note: To help assure that the self-review process does not duplicate and is articulated with ongoing state accountability measures, while conducting the self-review, the Charter School may reference recent Financial Reports (Annual Budget, Unaudited Actuals, First Interim, Second Interim, Third Interim-Annual, Annual Audit, P 1, P 2, P 3m Report Review, FCMAT Calculator) LCAP ,Funding Determination Form, School Dashboard, and WASC, materials as confirmation or evidence related to the self-review.

For the 2021 – 2022 school year, in addition to submitting required financial reports, a key area of focus for LVUSD charter schools is independent Study. To help assure that Independent Study programs follow state rules, we have constructed an Independent Study self-review survey. Each LVUSD charter school is to complete the survey. The completed survey and any associated documents are to be returned via email, by March 1, 2022. It is anticipated that the completed surveys will be addressed during our 2021-2022 on site or virtual visit.

Responses:

Yes ---- No ---- NA (Non-Applicable)

Select the appropriate check box for each item.

Completed surveys, along with any attachments, are to be returned via email to Patrick@schresdev.com

Charter School Information

Charter School: Name: Elite Academic Academy- Lucerne

Charter # 1923

CDS # 36-75051-0136960

Charter School: Location- School Address:

43414 Business Park Dr. Temecula, Ca 92590

Charter School Email Address:

mfreeman@eliteacademic.com

Charter School Phone / Fax:

866-354-8302

Charter School Contact Info: :

CEO- Mrs. Meghan Freeman M. Ed.

Legal Requirements Independent Study				
Topic		In Evidence		
		Yes	No	NA
Board Policy:	A school district or county office of education (or charter school) may not be eligible to receive apportionments for independent study by pupils unless it has adopted policies that include the following:			
	a) the maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) (1)The level of satisfactory educational progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study, or whether the pupil should return to the regular school program. A written record of the findings of any evaluation made pursuant to this subdivision 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Satisfactory educational progress shall be determined based on all of the following indicators:			
	(A) 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 paragraphs (4) and (5) of subdivision (d) of Section 52060.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Independent study law was written with school districts and county offices in mind – the following definitions are used to apply the laws to charter schools: Title 5 California Code of Regulations Section 11700.1. Additional Definitions Applicable to Charter Schools

a. "Certificated employees," in charter schools, means employees meeting the requirements of subdivision (l) of Education Code Section 47605.

b. "Classroom instruction," with reference to a charter school, means classroom instruction provided either by the charter school or by another public school that the pupil is eligible to attend.

c. "School district" or "district," for the purposes of this subchapter and of Article 5.5 (commencing with Section 51745) of Chapter 5 of Part 28 of the Education Code, means a school district or a charter school, unless the context clearly indicates otherwise. 2 51747(d)-(f) do not apply to pupils that participate in an independent study program for fewer than 15 schooldays in a school year

Legal Requirements Independent Study				
Topic		In Evidence		
		Yes	No	NA
Board Policy:	(B) The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C) Learning required concepts, as determined by the supervising teacher.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Procedures for tiered reengagement strategies for all pupils who are not generating attendance for more than three schooldays or 60 percent of the instructional days in a school week, or who are in violation of the written agreement pursuant to subdivision (g). These procedures shall include, but are not necessarily limited to, all of the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(1) Verification of current contact information for each enrolled pupil.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Notification to parents or guardians of lack of participation within one school day of the absence or lack of participation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(3) A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) (1) For pupils in transitional kindergarten and grades 1 to 3, inclusive, a plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) For pupils in grades 4 to 8, inclusive, a plan to provide opportunities for both daily live interaction and at least	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Legal Requirements Independent Study		
Topic		In Evidence Yes No NA
Board Policy:	<p>weekly synchronous instruction for all pupils throughout the school year.</p> <p>(3) For pupils in grades 9 to 12, inclusive, a plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year.</p> <p>f) A plan 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.</p> <p>g) a requirement that a current written agreement for each independent study pupil shall be maintained on file including all legal requirements (see Master Agreement below</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
Public Hearing:	<p>In setting the policy (described above), the local governing board must consider in a public hearing the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of pupils.</p> <p>Adopted policies shall reflect an awareness that excessive leniency in their terms can result in pupils falling so far behind their peers as to increase, rather than decrease, the risk of their dropping out of school.</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>we are a non-classroom based charter school, this public hearing took place when the petition was approved. This law applies for schools that needed IS for covid</p>
Master Agreement	<p>A requirement that a current written agreement for each independent study pupil shall be maintained on file including, but not limited to, all of the following:</p> <p>(1) The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.</p> <p>(2) The objectives and methods of study for the pupil's work, and the methods used to evaluate that work</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Legal Requirements Independent Study				
Topic		In Evidence		
		Yes	No	NA
Board Policy:	(3) The specific resources, including materials and personnel, that will be made available to the pupil. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(4) A statement of the policies adopted pursuant to subdivisions (a) and (b) 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 allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(5) The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(6) 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 pupil upon completion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(7) 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 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Legal Requirements Independent Study		
Topic		In Evidence Yes No NA
Board Policy:	<p>(8) The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil 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.</p> <p>(9) (A) 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 all persons who have direct responsibility for providing assistance to the pupil. 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.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
	<p>Before signing a written agreement pursuant to this section, and upon the request of the parent or guardian of a pupil, the local educational agency shall conduct a phone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Legal Requirements Independent Study		
Topic		In Evidence Yes No NA
	Signature & Date & Curriculum Requirements for Master Agreement: Each signature required for an independent study agreement shall be dated. An agreement is not in effect until it is complete as to all terms, signed and dated.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Funds or Things of Value	A school district, county office of education or a charter school may not claim state funding for the independent study of a pupil, whether characterized as home study or otherwise, if the charter school has provided any funds or other thing of value to the pupil or his or her parent or guardian that a school district could not legally provide to a similarly situated pupil of the school district, or to his or her parent or guardian. Providing access to connectivity and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work, consistent with paragraph (3) of subdivision (g) of Section 51747, shall not be considered funds or other things of value.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Daily Engagement:	Attendance means the attendance of charter school pupils while engaged in educational activities required of them by their charter schools on days when school is actually taught in their charter schools.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Time Value:	School districts and charter schools and county offices of education may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certificated teacher. ³ It is the intent of the Legislature that teachers be given access to digital assignment tracking systems to reduce workload associated with evaluating and accounting for pupil work.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Legal Requirements Independent Study		
Topic		In Evidence
		Yes No NA
Enrollment Restrictions:	Independent study average daily attendance shall be claimed by school districts, county superintendents of schools, and charter schools only for pupils who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Supervising Teacher:	“General supervision” means the supervising teacher's (1) continuing oversight of the study design, implementation plan, allocation of resources, and evaluation of pupil or adult education student progress for any pupil's or adult education student's independent study; and (2) personal determination or personal review of the determination made by another certificated teacher of the time values for apportionment purposes of each pupil's or adult education student's work products.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Special Education:	No individual with exceptional needs, as defined in Section 56026, may participate in independent study, unless his or her individualized education program developed pursuant to Article 3 (commencing with Section 56340) of Chapter 4 of Part 30 specifically provides for that participation.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

The CDE sent around a memo in 2005 which opined that “daily engagement” attendance accounting and time value attendance accounting to apply to charter schools. In practice, this means a charter school only collects apportionment for any daily engagement of a student on work assigned by the teacher but only on days the school is in session (not holidays or weekends). Then, the credentialed supervising teacher is obligated to also judge the time value of the work product of the pupil.

Legal Requirements Independent Study		
Topic		In Evidence Yes No NA
Pupil to Teacher Ratio:	The applicable average-daily-attendance-to-certificated-employee ratios described in subdivision (a) may, in a charter school, be calculated by using a fixed average-daily-attendance-to-certificated-employee ratio of 25 to 1, or by using a ratio of less than 25 pupils per certificated employee. A new higher or lower ratio for all other educational programs offered by a charter school may be negotiated in a collective bargaining agreement, or a memorandum of understanding indicating that an existing collective bargaining agreement contains an alternative average daily attendance ratio may be entered into by a charter school. All charter school pupils, regardless of age, shall be included in the applicable average-daily-attendance-to-certificated-employee ratio calculations.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Maintenance of Independent Study Records:	<p>Master Agreement: 3 years Daily Attendance Credit Register: 3 years Representative Work Samples: 3 years Regular work assignments: 3 years Student work records: 3 years Teacher records: 3 years Transcript: permanent School apportionment records: 3 years</p> <p>A Class 3 - Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 41020 or of any other legally required audit, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 - Disposable.</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Legal Requirements Independent Study		
Topic		In Evidence Yes No NA
Work Samples:	<p>Work Samples: Must maintain representative work samples of each pupil's work product bearing signed or initialed and dated notations by the supervising teacher indicating that he or she has personally evaluated the work or that he or she has personally reviewed the evaluations made by another certificated teacher.</p> <p>Samples of original work must be maintained that reasonably reflect the total scope of work assignments.</p> <p>(The Education Code and audit guide have removed the signature/initial/date notation on work samples. The regulation has not yet been revised to do the same.)</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
Electronic File Storage	<p>Signed written agreements, supplemental agreements, assignment records, work samples, and attendance records assessing time value of work or evidence that an instructional activity occurred may be maintained as an electronic file. • For purposes of this section, an electronic file includes a computer or electronic stored image of an original document, including, but not limited to, portable document format (PDF), JPEG, or other digital image file type, that may be sent via fax machine, email, or other electronic means. • Either an original document or an electronic file of the original document is allowable documentation for auditing purposes.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
Equitable Provision of Resources:	<p>The independent study option is to be substantially equivalent in quality and in quantity to classroom instruction.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Legal Requirements Independent Study		
Topic		In Evidence
		Yes No NA
Over Nineteen:	<p>To remain eligible for generating apportionment, a pupil over 19 years of age shall be continuously enrolled in public school in pursuit of a high school diploma while 19 years of age and without a break in public school enrollment since that time, is enrolled in the charter school and is making satisfactory progress toward award of a high school diploma and the pupil is not over the age of 22 years.</p> <p>(There are exceptions for certain charter schools with exclusive partnerships with federal job corps, Conservation Corps, Workforce Innovation and Opportunity Act, Youth Build programs, and juvenile court school programs.)</p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Funding Determination:	All non-classroom based charter schools must receive a funding determination from the State Board of Education in order to receive apportionment.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Documentation Requirements:	A local educational agency shall document each pupil's participation in live interaction and synchronous instruction pursuant to Section 51747 on each school day, as applicable, in whole or in part, for which independent study is provided.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	A pupil who does not participate in independent study on a school day shall be documented as non-participatory for that school day	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	A local educational agency shall maintain written or computer-based evidence of pupil 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.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	Legal Requirements Independent Study	
Topic		In Evidence Yes No NA
Documentation Requirements:	<p>Maintaining records to meet audit requirements is the responsibility of the charter school. These records may be on site(s). Records shall include but not be limited to:</p> <p>(1) A copy of adopted governing board policy and procedures.</p> <p>(2) A separate listing of the pupils, by grade level, program and school, who have engaged in independent study, identifying units of the curriculum undertaken and units of the curriculum completed by each of those pupils in kindergarten and grades 1 to 8, inclusive, and identifying course credits attempted by and awarded to each of those pupils in grades 9 to 12 inclusive, as specified in their written agreements.</p> <p>(3) A file of all agreements, including representative samples of each pupil's work products bearing signed or initialed and dated notations by the supervising teacher indicating that he or she has personally evaluated the work, or that he or she has personally reviewed the evaluations made by another certificated teacher.</p> <p>(4) A daily attendance credit register, as appropriate to the program in which the pupils are enrolled, separate from classroom attendance records, and maintained on a current basis as time values of pupil work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.</p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Documentation Requirements for Independent Study (everything in italics is new law pursuant to (AB 130))			
Topic	Documentation Required	<i>New Law pursuant to AB 130</i>	In Evidence
			Yes No NA
Maintain written contemporaneous records that document all pupil attendance and make these records available for audit and inspection. Education Code Section 47612.5	Attendance of Charter School Pupils While Engaged in Educational Activities Required of them by their charter schools on days when school is actually taught in their charter schools. 5 CCR 11960	<i>A written or computer-based evidence of pupil 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. Education Code Section 51747.5(d)</i>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Time Value of Pupil Work Products as Personally Judged in Each Instance by a Certificated Teacher Education Code Section 51747.5(b)	<i>It is the intent of the Legislature that teachers be given access to digital assignment tracking systems to reduce workload associated with evaluating and accounting for pupil work. Education Code Section 51747.5(b)</i>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<i>A daily credit register, as appropriate to the program in which the pupils are enrolled, separate from classroom attendance records, and maintained on a current basis as time values of pupil work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons. 5 CCR 11703(b)(4)</i>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Documentation Requirements for Independent Study (everything in italics is new law pursuant to (AB 130))

Topic	Documentation Required	<i>New Law pursuant to AB 130 (Italic)</i>	In Evidence		
			Yes	No	NA
Synchronous Instruction and Live Interaction	<i>A local educational agency shall document each pupil's participation in live interaction and synchronous instruction on each school day, in whole or in part, for which independent study is provided. Education Code Section 51747.5(c)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nonparticipation in Independent Study	<i>A pupil who does not participate in independent study shall be documented as nonparticipatory for that school day. Education Code Section 51747.5(c)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Policy on Independent Study	Board Policy meeting all requirements of Education Code Section 51747(a)- (g) ((a) The maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Documentation Requirements for Independent Study (everything in italics is new law pursuant to (AB 130))			
Topic	Documentation Required	<i>New Law pursuant to AB 130 (Italic)</i>	In Evidence
			Yes No NA
Board Policy on Independent Study		<p><i>(b) (1) The level of satisfactory educational progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study, or whether the pupil should return to the regular school program. A written record of the findings of any evaluation made pursuant to this subdivision 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.</i></p>	<div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
		<p><i>(2) Satisfactory educational progress shall be determined based on all of the following indicators:</i></p> <p><i>(A) 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</i></p>	<div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>

Board Policy on Independent Study		<p><i>engagement set forth in paragraphs (4) and (5) of subdivision (d) of Section 52060.</i></p> <p><i>(B) The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.</i></p> <p><i>(C) Learning required concepts, as determined by the supervising teacher.</i></p> <p><i>(D) Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.</i></p> <p><i>c) The provision of content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the local educational agency for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria.</i></p> <p><i>(d) Procedures for tiered reengagement strategies for all pupils who are not generating attendance for more than three schooldays or 60 percent of the</i></p>	<div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
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Board Policy on Independent Study		<p><i>instructional days in a school week, or who are in violation of the written agreement pursuant to subdivision (g). These procedures shall include, but are not necessarily limited to, all of the following:</i></p> <p><i>(1) Verification of current contact information for each enrolled pupil.</i></p> <p><i>(2) Notification to parents or guardians of lack of participation within one school day of the absence or lack of participation.</i></p> <p><i>(3) A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.</i></p> <p><i>(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).</i></p> <p><i>(e) (1) For pupils in transitional kindergarten and grades 1 to 3, inclusive, a plan to provide opportunities for daily synchronous instruction for</i></p>	<div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
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Board Policy on Independent Study		<p><i>all pupils throughout the school year.</i></p> <p><i>(2) For pupils in grades 4 to 8, inclusive, a plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all pupils throughout the school year.</i></p> <p><i>(3) For pupils in grades 9 to 12, inclusive, a plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year.</i></p> <p><i>(f) A plan 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.</i></p> <p><i>(g) A requirement that a current written agreement for each independent study pupil shall be maintained on file</i></p>	<div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
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Documentation Requirements for Independent Study (everything in italics is new law pursuant to (AB 130))			
Topic	Documentation Required	<i>New Law pursuant to AB 130 (Italic)</i>	In Evidence
			Yes No NA
Written Agreement for Each Independent Study Pupil Education Code Section 51747(g)	Written agreement containing all required content of Education Code Section 51747(g)(1)-(9)	(1) The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, <i>and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.</i>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		(2) The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		(3) The specific resources, including materials and personnel, that will be made available to the pupil. <i>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.</i>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		(4) A statement of the policies adopted pursuant to subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>(continued)</p> <p>Written Agreement for Each Independent Study Pupil Education Code Section 51747(g)</p>		<p>progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study</p> <p>(5)The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.</p> <p>(6)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 pupil upon completion.</p> <p>(7)<i>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 pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care</i></p>	<p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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<p>(continued)</p> <p>Written Agreement for Each Independent Study Pupil Education Code Section 51747(g)</p>		<p><i>or experiencing homelessness, and pupils requiring mental health supports.</i></p> <p>(8)The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil 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.</p> <p>(9) 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 all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5</p>	<div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
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<p>(continued)</p> <p>Written Agreement for Each Independent Study Pupil Education Code Section 51747(g)</p>		<p>(commencing with Section 6550) of Division 11 of the Family Code.</p> <p><i>Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the department, 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.</i></p>	
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Documentation Requirements for Independent Study (everything in italics is new law pursuant to (AB 130))

Topic	Documentation Required	<i>New Law pursuant to AB 130 (Italic)</i>	In Evidence
			Yes No NA
Proof of Residency	Average daily attendance shall be claimed by charter schools only for pupils who are residents of the county in which the apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported. Education Code Section 51747.3	Determine whether mailing addresses or other evidence of residency changed during the time the pupils were in independent study and, if so, whether each pupil remained a resident of the same or a contiguous county within California. Audit Guide Procedure	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Listing of Pupils	A separate listing of the pupils, by grade level, program and school, who have engaged in independent study, identifying units of the curriculum undertaken and units of the curriculum completed by each of those pupils in kindergarten and grades 1 to 8, inclusive, and identifying course credits attempted by and awarded to each of those pupils in grades 9 to, as specified in their written agreements. 5 CCR 11703(b)(2)		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Work Samples	representative samples of each pupil's or adult education student's work products bearing signed or initialed and dated notations by the supervising teacher indicating that he or she has personally evaluated the work, or that he or she has personally reviewed the evaluations made by another certificated teacher1 5 CCR 11703(b)(3)		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Notes:

DocuSigned by:
Catherine Heredia
E665ED06471D470...
COO

DocuSigned by:
Meghan Freeman
A4137E406BF5494...
Chief Executive Officer