

# **Independent Study**

## **I.S.Compliance**

The purpose of independent study is to provide an alternative education program and setting for students. Independent study programs are voluntary and use alternative instructional strategies that respond to individual student needs and learning styles.

The flexibility of independent study programs makes it possible to serve a wide variety of students, enabling some students who otherwise might not graduate to stay in school. Students who enroll in independent study include students who have health problems, are parents, need to work, and are child actors or athletes. Additionally, independent study serves students who desire to accelerate or move more slowly through a course, or to make up a subject that they have missed in a traditional classroom. Independent study is available to students from kindergarten through high school, as well as to students in adult school who are taking courses to meet the requirements for a high school diploma. Independent study programs are required to follow the district-adopted curriculum, and work is governed by a written agreement signed by the student, teacher, parent, and other relevant adults.

Addendum			
In compliance with the annual oversight process please provide the following information, complete the subsequent self-study survey and return to the district not later than May 1.			
Charter School Information			
Charter School:	Sample		
Charter School: Location- School Address:	Sample		
Charter School Contact: Name	Sample		
Home Address	Sample		
Email Address:	Sample	Phone Number:	Sample
School Phone Number:	Sample	Fax Number:	Sample

## Legend

### Oversight, Independent Study Compliance:

The Lucerne Valley Unified School District oversight process for Independent Study Compliance has been designed relevant to pertinent Education Code sections.

The oversight process for Independent Study 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, files, PDF, Pict, Video, may 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 to guide the on-site and/or virtual visitation. Oversight visitations, on-site and/or virtual, are designed to go over and validate the self-review in reference to documents, including uploaded materials, and observations of the actual operations of the Charter School.

At the conclusion of the oversight process, 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 WASC, LCAP, and Annual Audit materials as conformation or evidence related to self-review items.

### LEGEND

Δ Indicates an element of the self-review suggested to be completed by the Charter School

✓ Indicates an essential element of the self-review to be completed by the Charter School

Σ Indicates an element for an in-depth review by the Charter School and follow up by the LVUSD Oversight Team

The ratings Strong, Sufficient, Insufficient may be converted to rubric scores, Strong = 2, Sufficient = 1 and Insufficient = 0. They represent the degree of evidence that is available to support fulfillment of the board-approved charter school's petition goals and objectives, compliance with contingent MOU as well as applicable Ed Code requirements.

1. Board Policy Adoption	Strong	Sufficient	Insufficient	N/A	Comments
✓ Adopted board policy, prior to offering independent study.	-	-	-	-	

√ Is Governing Board Policy in place, implemented, available for review and updated on a regular basis?

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√ Was there a public hearing for the adoption of Board Policy?

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√ Has the charter school utilizing nonclassroom-based instruction received a "determination for funding", made pursuant to Section 47634.2 by the State Board of Education.

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#### Board Policy Required Contents

√ 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 which the pupil must complete the assigned work.

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√ 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. (A written record of the findings of any evaluation made pursuant to this subdivision are treated as a mandatory interim pupil record. The record is maintained for 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.)

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√ 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.)

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#### Other Legal Requirements

√ The Independent study option is equivalent in quality and quantity to the regular course of study. The curriculum meets State Content Standards.

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√ The independent study option uses Board approved curriculum and is consistent with district or county office of education policies for curriculum and instruction.

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√ Public money is used for authorized nonsectarian purpose only and not appropriated for the support of any sectarian or denominational school, or any school not under the exclusive control or the officers of the public schools, nor is any sectarian or denominational doctrine taught.

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√ The applicable average-daily-attendance-to-certificated-employee ratios are calculated using a fixed average-daily-attendance-to-certificated-employee ratio of 25 to 1 or less. (Any teacher not an employee of the Charter School is not included in the teacher-to-ADA ratio.)

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√ To the extent that things of value are provided, the are provided to all students and/or his/her parent or guardian equally.	-	-	-	-
√ Enrolled students are not required to pay any fee, deposit, or other charge not specifically authorized by law.	-	-	-	-
√ Adult students have been continuously enrolled in grades 1-12 since their 18th birthday	-	-	-	-
√ ADA is taken based on a minimum day of 240 minutes.	-	-	-	-
√ A minimum day for apportionment purposes is based on the teachers determination of time value the student's work.	-	-	-	-
√ The charter school (1) For each fiscal year, offer, at a minimum, the following number of minutes of instruction: (A) To pupils in kindergarten, 36,000 minutes. (B) To pupils in grades 1 to 3, inclusive, 50,400 minutes. (C) To pupils in grades 4 to 8, inclusive, 54,000 minutes. (D) To pupils in grades 9 to 12, inclusive, 64,800 minutes.	-	-	-	-
<b>Independent Study Written Agreement. A current written agreement shall be maintained for each I.S. pupil. The agreement must include, but is not limited to, all of the elements outlined in EC Section 51747 (c) (1-8)</b>				
√ The agreement is consistent with adopted Board Policy.	-	-	-	-
√ The statement "Independent study is an optional educational alternative in which no pupil may be required to participate" is included on the I.S. agreement	-	-	-	-
√ Student Data: I.S. Pupils are identified in the written records of the LEA: Name, Grade level, Program placement, School of enrollment, Address, Birth date, Contact Information.	-	-	-	-
√ Legally required elements not found in the agreement are referenced as to where the legally required elements can be found. (Some examples could include: assignment sheets, syllabus, pacing guides, etc If used, they must be referenced in the i.S. Agreement and are a legally required part of the audit trail)	-	-	-	-
√ Duration of Agreement: The duration of the I.S. agreement, including beginning and ending dates, is included on each pupils I.S agreement.	-	-	-	-
√ No I.S. agreement duration is longer than one school year.	-	-	-	-
√ The duration of the I.S. agreement is congruent with the LEA's board approved calendar.	-	-	-	-

√ The I.S agreement includes the class/course name along with the number of credits to be earned by successfully completing the class/course.	-	-	-	-
√ The I.S. agreement designates objectives and specific methods of assessment, evaluation, study strategies-methods, and/or were they can be found.	-	-	-	-
√ Resources available to all I.S pupils include those necessary to achieve the objectives	-	-	-	-
√ The I.S agreement indicates the personnel, services and instructional materials that will be provided to student to meet the subject/course objectives.	-	-	-	-
√ The I.S agreement referenced in writing, designates, the location of course/subject objectives, subsidiary and/or supplemental agreements, course outline, curriculum guide, assignment of work record etc.	-	-	-	-
√ All I.S. agreements are signed, prior to commencement of independent study by: pupil, pupil's parent, legal guardian, or caregiver, (if less than 18), certificated employee - designated as responsible for general supervision of I.S , all persons who have direct responsibility for providing assistance to the pupil	-	-	-	-
√ Board Policy has been adopted which clarifies the maximum length of time allowed between the assignment and the completion of pupil's assigned work and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study. The statement(s) on the I.S. agreement matches the amount of time and number of missed assignments as stated in Board Policy.	-	-	-	-
√ There is a process in place, with appropriate paper trail, for students adding and/or dropping a class.	-	-	-	-
√ When adding a new class taught by a teacher who has not signed the agreement, the new teacher has signed the agreement.	-	-	-	-
√ The work product generated by I.S. students, not seat time, is used to translate into/count as attendance, not seat time.	-	-	-	-
√ The LEA provides qualified teachers who are content experts and capable of supporting their students' learning throughout the online course(s).	-	-	-	-
√ Teachers are assigned a number of students that allows for the interaction with students necessary to achieve positive learning outcomes.	-	-	-	-

✓ Teachers are provided adequate professional development to effectively support students in their online learning.

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✓ When an evaluation of a student's continued enrollment in I.S. is conducted due to missing assignments, a copy of the evaluation is kept for audit purposes. (It is suggested that persons involved in the evaluation process, outcome and date be included in the evaluation report)

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#### **I.S. Attendance**

✓ Only whole days of attendance are earned (if a student earns 14.7 days of attendance, round down to 14 days of attendance)

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✓ Continuation apportionment is recorded in hours (no more than 15 hours per week)

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✓ Contemporaneous Daily Engagement Records clearly identify that the students were engaged in educational activities on days school is actually taught.

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**Work Samples - (Work product, means that which results from a pupil's ...effort and actions to complete or perform the assignment given and which is subsequently evaluated by a certificated teacher.)**

✓ A file of all agreements are maintained, including representative pupil's or adult education student's work products evaluated 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

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✓ Representative samples of student work are on file for each student and include: Subject, Student's full name, Academic evaluation (e.g. percentage, check mark, grade, etc) , Date assignment completed to ensure work is completed on a school day

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**Supervising Teacher: the certificated teacher employed by the LEA and assigned in the written I.S. agreement, responsible for coordinating, evaluating, and providing supervision of. pupil's independent Study. The independent study by each student shall be under the general supervision of an employee of the LEA who possesses a valid certification. T**

✓ General supervision is provided by the supervising teacher as continuing oversight, design, implementation of the plan, allocation of resources, and evaluation, of the student's independent study .

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√ General supervision is provided by a supervising teacher as personal determination or personal review of the determination made by another certificated teacher , of the time value, for apportionment purposes, of each student's work products.

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√ Each written agreement is 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 all persons who have direct responsibility for providing assistance to the student.

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√ All signatures on the I.S. agreement have been dated prior to commencement of independent study.

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√ All I.S. teachers hold the Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's assignment in the charter school or will have obtained the required certificate, permit, or other document by July 1, 2025

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#### Records for an Audit

√ Board Policy & Administrative Regulations-Rules if they exist

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√ List of I.S Pupils by grade level by school

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√ Independent Study Agreement (Master Agreement)

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√ Student Work Samples

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√ Attendance and contemporaneous records. (may be stored electronically)

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√ The following materials are kept for three years, not including the current year: \* All written I.S agreements \* Regular work assignments \* Student work records \* Teacher records \* School apportionment records \* Records of findings of an evaluation of suitability of I.S.

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√ A permanent record or student transcript is kept in perpetuity

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√ A list of I.S. teachers and indicates their teaching assignments is kept and used to calculate I.S. teacher to ADA ratios.

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#### Independent Study Legal Compliance Review items:

√ The governing board has adopted I.S. Board Policy

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√ A public hearing took place for the adoption of Board Policy	-	-	-	-
√ Administrative Rules & Regulations are in place, unless all required elements are include in adopted Board Policy.	-	-	-	-
√ Board Policy sets the maximum length of time, by grade level and type of program, which may elapse between the time an I.S. assignment is made by a certificated teacher and the date by which the student must complete the assigned work.	-	-	-	-
√ Board Policy sets the number of missed assignments that will call for an evaluation to determine whether it is in the best interests of the student to remain in I.S..	-	-	-	-
√ Board Policy requires that a current written I.S. Agreement with all required elements and components is on file for each I.S. student.	-	-	-	-
The I.S. Written Agreement contains the following items. If the item(s) is not in the I.S. Written Agreement, it is included one or more documents that are incorporated into the I.S. Written Agreement by written reference.				
√ General student data including the name, address, grade level, school of enrollment, program placement, and birth date of student.	-	-	-	-
√ The manner for submitting assignments to the teacher and reporting the student's progress.	-	-	-	-
√ The time for submitting assignments to the teacher and reporting student's progress.	-	-	-	-
√ The frequency for submitting assignments to the teacher and reporting the student's progress.	-	-	-	-
√ The place for submitting assignments to the teacher and reporting the student's progress.	-	-	-	-
√ The objectives for the course(s) and assignments.	-	-	-	-
√ The methods of study (i.e.the student activities selected by the supervising teacher that the student will complete in order to meet the educational objectives).	-	-	-	-
√ The methods used to evaluate student work toward the objectives of the assignment.	-	-	-	-
√ The specific resources, including instructional materials and personnel, which will be made available to the student.	-	-	-	-
√ A statement of the maximum length of time allowed between the assignment and the completion of the student's assigned work.	-	-	-	-



✓ The number of missed assignments that will require and evaluation of whether I.S. is an appropriate strategy for the student.	-	-	-	-
✓ Duration of Agreement including the beginning and ending dates for pupil's participation in I.S. under the agreement. No IS agreement is valid for a period longer than one school year.	-	-	-	-
✓ The beginning and end dates of the Agreement.	-	-	-	-
✓ A statement of the number of course credits, or for elementary grades, other measures of academic accomplishment appropriate to the I.S. Written Agreement, to be earned by the student upon completion.	-	-	-	-
✓ The inclusion of a statement that I.S. is an optional educational alternative in which no student is required to participate.	-	-	-	-
✓ The Agreement is signed and dated prior to commencement of I.S. by *Student *Parent, legal guardian, or caregiver *Certificated supervising teacher *Other assisting person(s) directly responsible for providing assistance to the student.	-	-	-	-
✓ Written agreements are maintained on file electronically or on hard copy	-	-	-	-
The following are legal requirements for all schools offering Independent Study. They are not required to be written in the Board Policy, however, including them in Board Policy and/or Administrative Rules and Regulations are best practice.				
✓ I.S. is substantially equivalent in quality and quantity to classroom instruction	-	-	-	-
✓ I.S is not an alternative curriculum.	-	-	-	-
✓ I.S. students complete the adopted course of study within the customary time frame for completion of that course of study.	-	-	-	-
✓ Sectarian materials are not assigned or used for ADA purposes. Exception, The study of religion, history-social science or English. (see state Frameworks.)	-	-	-	-
✓ A certificated teacher of the charter school generally supervises, coordinates, and evaluates the work of each I.S. student.	-	-	-	-
✓ The LEA only claims ADA for I.S. students who reside i the county in which the apportionment claim is reported or an adjoining county.	-	-	-	-
✓ The LEA does not claim ADA for a student's independent study prior to the date of the last required signature on the student's Written Agreement.	-	-	-	-

√ The LEA only claims ADA for a student when the time value of the student's work products for each assignment has been personally judged by a certificated teacher.	-	-	-	-
√ The LEA does not allow Special Needs/Special Ed students as defined in EC 56026 to be in I.S. without an IEP that specifically provides for I.S.	-	-	-	-
√ The LEA claims K-12 ADA for I.S. student 19 or 20 years old only if the student has continuously enrolled since his/her eighteenth birthday.	-	-	-	-
√ The LEA does not require fees for participation in I.S.	-	-	-	-