



Instruction Independent Study Policy – Classroom-Based Schools

BP 6158.1

It is the intent of the Da Vinci Board of Education to provide the highest quality educational experience to meet the individual needs and interests of each student. The Da Vinci Board of Education authorizes independent study as an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting.

Independent study shall offer a means of individualizing the educational plan to serve students who desire an alternative educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access courses due to scheduling problems, and/or who need to make up credits or fill gaps in their learning, enabling students to reach curriculum objectives, meet college and career goals, and fulfill graduation requirements. As necessary to meet student needs, independent study may be offered on a full-time basis or on a short term part-time basis in conjunction with part or full-time classroom study.

Da Vinci Schools may provide a variety of independent study opportunities, including, but not limited to, a program or class within a classroom based school, or supervised online coursework.

A student's participation in independent study shall be agreed upon by both the parent or guardian and the school (mutually voluntary). Students participating in independent study shall have the right, at any time, to enter or return to the traditional classroom mode of instruction (Education Code 51747; 5 CCR 11700). In addition, the school has the right to deny independent study agreements. For students with disabilities, as defined in Ed Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation (Ed Code 51745).

Parents or guardians of students who are interested in independent study shall contact the Principal or designee. The Principal or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the

charter's requirements for independent study and is likely to meet the performance expectations of the independent study program.

The minimum period of time for any independent study option shall be five consecutive school days.

Short-term independent study contracts are to be requested a minimum of five school days prior to the first day of the agreed upon contract.

Written Agreements

Da Vinci Schools shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. The maximum duration of a written classroom-based independent study agreement shall be one school year (Education Code 51747). The written agreement shall specify the length of time in which each independent study assignment must be completed.

Da Vinci Schools shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter School's Act and the State Board of Education regulations adopted there under.

Student Evaluation

Da Vinci School principals will establish guidelines and procedures for student evaluation, including, but not limited to, guidelines and procedures for assignment due dates and submission procedures, in-person meetings with teachers and/or counselors, progress monitoring, and grade reporting.

Supervising teachers and school counselors should establish an appropriate schedule for student-teacher conferences in order to help identify students who may be falling behind in their work or who are in danger of failing or dropping out of school.

Program Evaluation

Da Vinci School principals and the Chief Business Official shall annually report data to the Board the number of charter students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Chief Executive Officer and Principals shall determine areas for program improvement as needed.

Funding for Independent Study Programs

Pursuant to Ed Code 51745.5, the charter may only claim apportionment credit for independent study based on the time value of student work products as personally judged in each instance by a certificated teacher. The teacher is not required to sign and date the work products (Ed Code 51745.5). Apportionment may be claimed for students participating in independent study for five or more consecutive school days.

Course-Based Certification

The course-based program is an independent study option for students enrolled within the Da Vinci Schools.

Courses in this program are determined by the principal with the same rigor and educational quality as classroom-based courses and are aligned to all relevant state and local content standards. Courses are taught under the general supervision of an appropriately certified teacher.

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities

41976.2 Independent study programs; adult education funding

42238 Revenue limits

44865 Qualifications for home teachers and teachers in special classes and schools

46300-46307.1 Methods of computing average daily attendance

47612.5 Independent study in charter schools
48204 Residency based on parent employment
48206.3 Home or hospital instruction; students with temporary disabilities
48220 Classes of children exempted
48340 Improvement of pupil attendance
48915 Expulsion; particular circumstances
48916.1 Educational program requirements for expelled students
48917 Suspension of expulsion order
51225.3 Requirements for high school graduation
51745-51749.3 Independent study programs
52206 Gifted and talented education; use of independent study to augment program
52522 Adult education alternative instructional delivery
52523 Adult education as supplement to high school curriculum; criteria
56026 Individuals with exceptional needs
58500-58512 Alternative schools and programs of choice

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

19819 State audit compliance

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent



Administrative Regulations Independent Study – Classroom-Based Schools

AR 6158.1

Da Vinci Schools classroom based high school programs may offer independent study to meet the educational needs of pupils enrolled at a DA VINCI SCHOOLS School. Independent study is a limited-term alternative education option designed to teach the knowledge and skills of the grade-level core curriculum. DA VINCI SCHOOLS shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of an assigned certificated employee or employees.

The following procedures relating to short-term independent study DA VINCI SCHOOLS shall be followed:

1. When students and/or guardians request to be enrolled in the Independent Study program, they shall contact their counselor and/or school principal for eligibility consideration.
2. Students must give advance notice (5 days) to the Principal in order to be approved for enrollment. Staff will be notified by the Principal to develop the assignments.
3. For pupils in all grade levels offered by DA VINCI SCHOOLS, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be determined in each student's independent study agreement or as modified by an assigned credentialed teacher at the time the work is assigned to the pupil.
4. After three missed assignments an evaluation shall be 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 conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This 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.
5. A current written agreement shall be maintained on file for each independent study pupil. The independent study agreement (Form ISA) for a student must

require and cover a study plan that represents the same amount of study that would be required of a student in the classroom. Written agreements may include subsidiary agreements, such as course contracts and assignment and work records. Also, each agreement shall include, but is not limited to, all of the following:

- The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
- The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
- The specific resources, including materials and personnel that will be made available to the pupil.
- A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a 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 duration of the independent study agreement, including 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 semester, or one-half year for a school on a year-round calendar.
- A statement of the number of course credits or, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- 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 Education Code 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.
- Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, 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 the Family Code.

- Student who qualifies for special education services under the Individuals with Disabilities in Education Act (“IDEA”) shall participate in independent study if it is specifically authorized under his or her Individual Education Plan (“IEP”).



For School Year: _____

Master Agreement for Classroom-Based Independent Study

Student Name: _____

Agreement Duration: _____

Beginning Date: _____ End Date: _____

City/Location: _____

Date of Birth: _____ Grade Level: _____

Email: _____

Phone Number: _____

2nd Phone Number: _____

Students are required to report to their administrator or counselor as follows for submitting work and reporting progress:

Manner of Reporting: One-on-one Small Group E-mail Fax

Time: _____

Frequency: _____

Place of Meeting: _____

Objectives: The student will complete the courses listed below. All course objectives will be consistent with Da Vinci School's board policy and are consistent with charter school standards, as outlined in the charter school's subject/course descriptions. The assignment and Attendance Record will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein. The term "Course Value" ("CV") refers to the number of credits (secondary education) or weeks of work the student will attempt.

Method of Study: Specific methods of study will be designated on the Assignment Sheet and Attendance Record incorporated herein. Examples of methods of study for the student will include, but are not limited to:

- | | |
|--|--|
| <input type="checkbox"/> Independent Reading | <input type="checkbox"/> Computerized Curriculum |
| <input type="checkbox"/> Textbook Activities | <input type="checkbox"/> Web/Internet Research |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Library Research |
| <input type="checkbox"/> Study Projects | <input type="checkbox"/> Field Trips |
| <input type="checkbox"/> Drill & Practice | <input type="checkbox"/> Learning Center Courses |
| <input type="checkbox"/> Experiential Learning | <input type="checkbox"/> Other: _____ |

Method of Evaluation: Academic evaluations will be designated on the Assignment Sheet and Attendance Record incorporated herein. Examples of acceptable methods of evaluation include, but are not limited to:

- | | |
|--|--|
| <input type="checkbox"/> Teacher-made Tests | <input type="checkbox"/> CA High School Exit Exams |
| <input type="checkbox"/> Student Conferences | <input type="checkbox"/> Learning Journals |
| <input type="checkbox"/> Progress/Report Cards | <input type="checkbox"/> Presentations |
| <input type="checkbox"/> Chapter/Unit Tests | <input type="checkbox"/> Quizzes |
| <input type="checkbox"/> Work Samples | <input type="checkbox"/> Labs |
| <input type="checkbox"/> Observations | <input type="checkbox"/> Finals |
| <input type="checkbox"/> Portfolios | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> State Standards Testing | |

Resources: The school will provide appropriate instructional materials 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.

Board Policies:

- (a) For pupils in classroom based programs offered by Da Vinci, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be determined in each student’s independent study agreement or as modified by an assigned credentialed teacher at the time the work is assigned to the pupil.

- (b) After three missed assignments an evaluation shall be 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 conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This 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.

Measures of Academic Achievement to be Earned upon Completion (Please add all subjects/classes other than seminars)

Subjects	# of days

Voluntary Statement: It is understood 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 Education Code 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.

Signatures and Dates:

I have read and I understand the terms of this agreement, and agree to all provisions set forth.

_____ Student _____ Date

_____ Parent/Guardian/Caregiver _____ Date

_____ Supervising School Staff _____ Date