

## Sebastopol Charter School Independent Study Agreement Form

We encourage families to schedule trips during school breaks so students will not miss important lessons and shared experiences with their class during their absence. When a student must miss school because of family obligations or illness, the student may be permitted, upon request and Executive Director approval, to participate in independent study for the duration of the absence, in accordance with the Charter School's Independent Study Policy. This Independent Study Agreement assumes that the student is engaged in an educational activity for each school day they are absent as reported on the accompanying Engagement Log.

<b>Student Name:</b>	<b>Agreement Duration:</b>
<b>Student Number:</b>	<b>Beginning Date:</b>
<b>DOB:</b>	<b>End Date:</b>
<b>Address:</b>	<b>Grade Level:</b>
<b>Phone:</b>	<b>Program Placement:</b>

<i>For Office Use Only</i>	Request Received:	Work Received:
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*To be completed by teacher before the Independent Study:*

- 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:**

All pupil assignments are due to the classroom teacher, within five (5) schooldays of the time an assignment is made.

The teacher will report the pupil's academic progress and communicate with the parents within a reasonable time of the work being turned in via grade reports and parent conferences, as needed.

- 2) Objectives:** The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is substantially equivalent to in-person instruction.

- 3) Method of Study:**

Method of Study/Educational Activities: *(e.g., independent reading, textbook activities, problem solving, study projects, drill & practice, experiential learning, computerized curriculum, web/internet research, library research, field trips, learning center courses, other)*

- 4) Method of Evaluation:**

Evaluation Method: *(e.g. parent record, teacher judgment, review of student work, test, other {describe})*

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- 5) **Resources:** The Charter 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. The school will confirm or provide pupils in independent study with access to connectivity and devices adequate to participate in the educational program and complete assigned work.

Materials and/or resources provided: *(not to exclude resources normally made available to all pupils)*

6) **Board Policies Pursuant to Education Code Section 51747(a) and (b):**

- a. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse from the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
- b. The Executive Director or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
  - i. When any pupil fails to complete three (3) assignments during any period of five (5) school days.
  - ii. In the event the Student's educational progress falls below satisfactory levels as determined by the Charter School's Executive Director or Designee, who shall consider ALL of the following indicators:
    1. 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 Education Code Section 52060(d) paragraphs (4) and (5).
    2. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    3. Learning required concepts, as determined by the supervising teacher.
    4. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy 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.

- 7) **Statement of the Course Credits or Other Measures of Academic Achievement to be Earned by the Pupil Upon Completion:** Students shall meet all applicable California State Standards for all grades TK-8, for Mathematics, Language Arts, Social Science, and Science. Students in middle school (grades 6-8) are graded on an A-F scale. Students in grades TK-5 are graded on an "above, at, near, or below standards" scale.

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**Statement of Academic and Other Supports for Special Populations:** The Charter School shall utilize its MTSS to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities Education Act (“IDEA”) and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil’s individualized education program (“IEP”). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The school complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities. If a parent or guardian of an individual with exceptional needs requests independent study, the pupil's IEP team shall make an individualized determination as to whether the pupil can receive a free appropriate public education in an Independent Study placement. A pupil's inability to work independently, the pupil's need for adult support, or the pupil's need for special education or related services shall not preclude the individualized education program team from determining that the pupil can receive a free appropriate education in an independent study placement.

- 8) **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, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
- 9) Upon the request of the parent or guardian of a pupil, before signing this written agreement, the parent or guardian of a pupil may request that the Charter School shall conduct a telephone, 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.

### 10) Signatures and Dates:<sup>1</sup>

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

Title	Signature	Date
Student		
Parent/Guardian/Caregiver (if pupil is under the age of 18)		

<sup>1</sup> Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education 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.

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Supervising Teacher		
Certificated employee designated as having responsibility for the special education		

*To be completed by teacher **after** the Independent Study:*

I, the class teacher, certify the student named on this agreement has met his/her Agreement conditions as indicated below. Teacher initials:

       **Completed.** The student has met all terms and conditions of this Agreement. Attendance credit and Academic credit covered by the Independent Study Agreement will be reported and recorded.

       **Not Completed.** The student has not satisfactorily met all the terms and conditions of this Agreement.

*There will be an evaluation of the student's teacher and the Administrator as to whether it is in the student's best interest to participate in the independent study program at SICS during an extended absence whenever the student is missing three (3) or more independent study assignments.*

**ADMINISTRATOR:**

*To be completed by the administrator **after** the Independent Study:*

I, the administrator, certify that the student named above, has met his/her the conditions of this signed agreement.

\_\_\_\_\_

Administrator

\_\_\_\_\_

Date