

INDEPENDENT STUDY BOARD POLICIES

The Governing Board of the North County Trade Tech High School shall ensure that the school has implemented all of the following independent study policies:

The maximum length of time that may elapse between the date an independent study assignment is made and the date by which a student in grades 9-12 must complete the assigned work will be 20 school days for long term, full time, independent study students and 10 school days for short term, site-based students' independent study. Credentialed teachers may occasionally use their discretion to increase the elapsed time for assignment due dates on a case by case basis.

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 made pursuant to this subdivision shall be maintained in the pupil's permanent record.

A current written agreement for each independent study pupil shall be maintained on file for each participating student. Each agreement shall be signed and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. The independent study agreement for a student will require and cover a study plan that represents the same amount of study that would be required of a student in the classroom and be consistent with North County Trade Tech High School curriculum and course of study of students participating in the regular classroom setting or the designated independent study curriculum.

Each independent study written agreement shall contain all provisions as required in Education code 51747.

The written agreement includes the Assignment and Time Value form.

North County Trade Tech High School may only submit for funding for students engaged in independent study who are residents of San Diego, Riverside and Orange counties.

No student who qualifies for special education services under the Individuals with Disabilities in Education Act ("IDEA") shall participate in independent study unless it is specifically authorized under his or her IEP.

North County Trade Tech High School shall ensure that each pupil who enrolls was enrolled in a 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, and is making satisfactory progress towards award of a high school diploma.

A copy of these policies shall be maintained on file and amended and approved as necessary by the North County Trade Tech High School Board of Trustees.

A California credentialed teacher or teachers will be assigned to each student to coordinate and evaluate the students independent study program.

Adopted this 19th day of June in the year 2018.

Signature of Secretary to the North County Trade Tech High School Board of Trustees

**BEFORE THE BOARD OF TRUSTEES OF THE
NORTH COUNTY TRADE TECH HIGH SCHOOL
VISTA, CALIFORNIA**

Resolution Number _____

In the Matter of Approving Policies for Implementation of Independent Study at North County Trade Tech High School

WHEREAS, the North County Trade Tech High School operates a public charter school in the Vista Unified School District (hereafter, North County Trade Tech High School), currently in its 6th year of operation; and

WHEREAS, the North County Trade Tech High School's highest priority is improving the academic achievement of traditionally underserved students and closing the achievement gap; and

WHEREAS North County Trade Tech High School recognizes that in order to fulfill its mission, students may occasionally need flexible schedules that include instruction through independent study.

NOW, THEREFORE, BE IT RESOLVED:

That the North County Trade Tech High School Board of Trustees approves the adoption of the independent study Board policies to provide for the establishment and implementation of educational instruction through independent study at North County Trade Tech High School.

The foregoing resolution was passed by the Board of Trustees and adopted at a meeting of the Board of Trustees of the North County Trade Tech High School on the 19th day of June, 2018, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Governance Board Chairperson or Secretary North County Trade Tech High School

INDEPENDENT STUDY MASTER AGREEMENT

2018-2019

Manner, Time, Frequency: Students will meet with their assigned teacher at the school (or resource center) located at 1126 North Melrose, Vista, CA at least once every 10 school days, not to exceed 20 school days, in order to review and submit a student's assignments and review the student's progress toward achieving the educational objectives for Independent Study. The parent, teacher and student shall mutually agree upon the date and time of such meetings and note them on the Assignment and Attendance Record. The Assignment and Attendance Record shall be considered a component of this agreement. Parents are required to attend all meetings.

Student educational objectives and methods of study: The student must make adequate and appropriate progress toward the attainment of the State Standards. A student's progress will be reported on the Assignment and Attendance Record forms, grade reports or on student work samples. Activities selected as the means to reach the objectives may include, but are not limited to: reading, research, essays, term papers, flash cards, illustrations, oral reports, demonstrations, participation, group projects, lesson exercises, games, comprehension questions, computer programs, field trips, simulations, discussions, note-taking, videos, audio tapes, and other educational activities.

Methods of evaluating student work may include, but are not limited to:

Portfolio, monthly review of assignments by a credentialed teacher, teacher observation, site-based teacher-made evaluations, on-line exams and written and oral tests and quizzes. Learning objectives are consistent with and evaluated in the same manner as students attending classes on a daily basis.

Student/Parent understands the following:

- This student is entitled to school services and resources including but not limited to all school personnel, a Credentialed teacher, textbooks, computers and software, supplementary materials, field trips, group classes, tutoring, and community resources provided to all students enrolled in the school.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with the student on a regular basis as specified on this agreement or defined on the Assignment and Attendance Record which shall be considered a part of this agreement.
- All students in independent study will receive grade reports in the same manner as students participating in the site based programs.
- In accordance with North County Trade Tech High School Board of Trustees adopted policies, the maximum length of time that may elapse between the date an independent study assignment is made and the date by which a student in grades 9-12 must complete the assigned work will be 20 school days for long term, full time, independent study students and 10 school days for short term, site-based students' independent study. Credentialed teachers may occasionally use their discretion to increase the elapsed time for assignment due dates on a case by case basis.
- Pursuant to North County Trade Tech High School board adopted policies, the student can not miss more than three assignments before 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 made pursuant to this subdivision shall be maintained in the pupil's permanent record.

- Upon completion of all independent study assignments this student will earn full credits or recognition of course fulfillment as cited on the Assignment and Attendance Record forms which shall be considered a part of this agreement.
- Enrollment in this independent study program is an optional alternative that is voluntarily selected. A North County Trade Tech High School classroom alternative is always available to this student.
- If the student is suspended and awaiting expulsion pursuant to EC 48915 or 48917, instruction may only be provided through independent study if the student is offered the alternative of classroom instruction.
- Any student with an existing Individualized Education Plan (IEP) may not participate in the Independent Study program unless the IEP specifically provides for that participation (Ed Code 51745c). However, the school is also committed to not discriminating against any student based on race, gender, color or disability. Therefore, North County Trade Tech High School will enroll all students who wish to enroll regardless of the status of their IEP. An interim IEP must be held within 30 days of the student enrolling. This interim IEP will specify that the student can participate in independent study. A new and regular IEP meeting will be held within an agreed upon period of time but not to exceed 45 days after the date of the interim IEP to make final determination if independent study is the most appropriate placement and the least restrictive environment for providing the student's education.
- That I/we have read this contract, including the Assignment and Attendance Record Form, the Parent/Student Handbook and the charter and hereby agree to all the conditions set forth within.

**INDEPENDENT STUDY MASTER AGREEMENT
SIGNATURE PAGE**

2016-2017

Name: _____ Student Number: _____ Grade: _____

Address: _____ Birth date: _____

City: _____ ZIP Code: _____ Phone: () _____

Duration of Agreement: _____ Beginning date: _____ Ending date: _____

Location of Meetings: _____ Program Placement: • 9 • 10 • 11 • 12

_____ Student's Signature	_____ Date
_____ Parent/Guardian's Signature	_____ Date
_____ Teacher's signature	_____ Date
_____ Teacher's signature	_____ Date
_____ Teacher's signature	_____ Date
_____ Administrator's Signature	_____ Date
_____ Other Signature	_____ Date
_____ Other Signature	_____ Date

Classes or Courses to be Attempted This Semester

	Course/Class	Curriculum	Credits/days of attendance attempted
1			
2			
3			
4			
5			
6			
7			
8			