



ICEF Public Schools

Excellence for All

Independent Study Policy

Board Approved August 17, 2017

ICEF Public Schools may offer Independent Study to meet the educational needs of pupils enrolled in an ICEF Public School. Independent study is a voluntary optional alternative education designed to teach the knowledge and skills of the core curriculum. Independent study is not ICEF's primary method of instruction and should only be used in unusual and rare circumstances. When Independent study is approved, ICEF Public Schools shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policy has been adopted by the Governing Board of ICEF Public Schools for implementation at each ICEF Public School:

1. For pupils in all grade levels offered by the ICEF School, the maximum length of time that may elapse between the time a regular assignment is made and the date by which the pupil must complete the assigned work shall be five school days. Please note that timelines for research papers or other lengthier projects are subject to the professional discretion of supervising teacher.
2. Independent study is available for students who miss more than three (3) consecutive school days due to health-related concerns, parent travel due to work, school-sponsored national or international exchange programs or field trips and other unforeseen circumstances (i.e., family, health emergency, etc.). However, independent study is not available to students who miss school due to vacation. A maximum of one semester will be permitted for any student in Independent Study in one (1) school year.
3. A pupil may miss one assignment during any period of five school days before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in the independent study. The Principal or the designee shall conduct the evaluation to determine whether it is in the best interests of the pupil to remain in the 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 in the cumulative student record for a period of three (3) 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.
4. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
 - a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
 - b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
 - c. The specific resources, including materials and personnel that will be made available to the pupil.
 - d. 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.
 - e. 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 (1) semester.
 - f. 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.

- g. 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.
 - h. 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 supervising teacher 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.
5. Each Independent study written agreement 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.
 6. Written agreements may include subsidiary agreements, such as course contracts and assignment and work records.
 7. Supervising Teacher - The supervising teacher is the third link in the audit trail. As a condition of apportionment, one teacher must be assigned overall responsibility for the pupil's course of study, assignments, evaluations, and apportionment of academic credit while participating in the independent study.
 - a. The supervising teacher:
 - i. Must be a certificated teacher employed by school district or county office claiming ADA credit (Education Code Section 51745.6)
 - ii. Coordinates academic work assignments and work products
 - iii. Must assign work equivalent to regular classroom activities
 - iv. Must specify date due, not to exceed maximum length contained in board policy
 8. ICEF Public Schools shall not provide any funds or other things of value to the pupil or his/her parent/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.
 9. ICEF Public Schools will comply with Education Code Section 51745.6 and California Code of Regulations Section 11704 regarding teacher to ADA limits.
 10. ICEF Public Schools shall maintain records identifying each student and his or her grade level who is participating in independent study.
 11. ICEF Public Schools shall record attendance generated through appropriate and approved independent study codes in our Student Information System. In addition, no attendance shall be claimed for students placed in full-time independent study under the provisions of Education Code Section 48204 referring to, among other situations, students in foster homes, emancipated students, those in state hospitals and treatment centers.

12. 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.

13. ICEF Public Schools shall maintain a file of all independent study written agreements with representative samples of completed and evaluated student assignments with notations on the work samples that indicate the supervising teacher’s determination of the time value of the student’s work. All work samples will include the signature or initials of the supervising teacher with dated notations indicating that he/she has evaluated the work of the student or has reviewed the evaluations made by another certificated teacher. In addition, a copy shall be archived with the ICEF Custodian of Records.

ICEF Public Schools
SAMPLE Assignment Sheet and Attendance Record

Student Name: _____ Grade: _____ Teacher: _____

Period of Anticipated Independent Study: _____ to _____
 Month/Day/Year Month/Day/Year

STUDENT ASSIGNMENTS	
<i>Teachers, please include a brief summary of the assignment, the resources to be used to complete the assignment, and the method of evaluation of the assignment.</i>	
Language Arts	
Social Studies	
Mathematics	
Science	
Spanish	
Physical Education	
Other	

ICEF Public Schools recognizes that families may not evenly distribute student’s work assignments over weekdays. However, due to strict State law requirements for charter school attendance, we expect each student to be engaged in an educational activity required of them in the assignments on each weekday that school is in session, and asks that this “daily engagement” be documented on a daily basis on this sheet by the parent/guardian. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period. We ask that a parent/guardian refrain from documenting any “daily engagement” on a day where a student did not engage in any educational activity required of them by the assignments. By state law, work done on weekends or other days when school is not in session cannot be used to “make-up” weekdays where no “daily engagement” occurred.

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week One					
	Monday /_/_/___	Tuesday /_/_/___	Wednesday /_/_/___	Thursday /_/_/___	Friday /_/_/___
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Ed					
Other					

*Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.*

Parent Signature: _____ Date: _____

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week Two					
	Monday /_/_/___	Tuesday /_/_/___	Wednesday /_/_/___	Thursday /_/_/___	Friday /_/_/___
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Ed					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: _____ Date: _____

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session Week Three					
	Monday /_/_/___	Tuesday /_/_/___	Wednesday /_/_/___	Thursday /_/_/___	Friday /_/_/___
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: _____ Date: _____

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session Week Four					
	Monday /_/_/___	Tuesday /_/_/___	Wednesday /_/_/___	Thursday /_/_/___	Friday /_/_/___
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: _____ Date: _____

For Supervising Teacher Completion:

- a. Days of Daily Engagement on Educational Activities Required by the School on Days the School is in Session: _____
- b. Time Value of Student Work Product (measured in days): _____

Attendance Approved by Teacher: _____ [insert lesser of a & b]

Signature of Supervising Teacher _____ Date _____

Signature of Principal (or designee) _____ Date: _____



ICEF Public Schools
Excellence for All

**ICEF Public Schools
Master Agreement for Independent Study**

Student Name:
Student Number:
Address:
City/Location:
Phone Number:
DOB:
School:

Agreement Duration:
Beginning Date:
End Date:
Year:
Grade Level:
2nd Phone Number:

Students are required to report to their teacher as follows to 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 the established charter 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 is incorporated herein. The term "Course Value" refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Course Credits or Other Measures of Academic Achievement to be Earned Upon Completion

Category	Subject	Course Value	Modified

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

Method of Evaluation: Academic evaluations will be designated on the Assignment and Attendance/Work Record incorporated herein. Examples of acceptable methods of evaluation include but are not limited to: Teacher-made Tests Student Conferences Progress/Report Cards Chapter/Unit Tests Work Samples Observations Portfolios State Standards Testing CA High School Exit Exams Learning Journals Presentations Quizzes Labs Finals Other _____.

Resources: The 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. Assignments and specific resources will be designated on the Assignment and Attendance Record incorporated herein.

Board Policies:

(a) For pupils in all grade levels offered by the School, 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 five (5) school days.

(b) A pupil may miss one (1) assignment during any period of five (5) school days before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study. Therefore, when any pupil fails to complete _____ assignments during any period of _____ school days, the Principal or his or her designee shall conduct an evaluation 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.

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 Teacher: _____ Date: _____

School Principal : _____ Date: _____

ICEF Home Office Approval

Custodian of Records: _____ Date: _____

Chief Schools Officer: _____ Date: _____
(or equivalent)