

Independent Study Policy

The *Community School for Creative Education* governing board authorizes the Community School for Creative Education (“Charter School”) to provide independent study as a short-term instructional strategy to address individual students’ needs. It is an alternative to classroom instruction consistent with the general course of study and not an alternative curriculum.

Written requests for independent study should be directed to the teacher and approved by the principal at least two weeks before the anticipated independent study start date. Students are required to report to their teacher(s) and provide completed work as scheduled. Permission to grant Independent Study is up to the discretion of the principal. If the student has been on Independent Study before and has not completed the work as assigned, as the Principal can exercise their discretion to determine whether the student should be allowed to participate in independent study again. The Charter School shall ensure that students who participate in independent study shall have access to appropriate services and resources to enable students to complete their independent study successfully.

The following written policies have been adopted by the Charter School’s governing board for implementation at the Charter School:

1. For students in all grade levels offered by the Charter School, the maximum length of time which may elapse between the time an independent study assignment is made and the date by which the student must complete the assigned work shall be twenty (20) school days.
2. When any student fails to complete three assignments during any period of twenty (20) school days, the Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of the student 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 student record. This record shall be maintained for a period of three (3) years from the date of the evaluation and if the student transfers to another California public school, the record shall be forwarded to that school.
3. A current written independent study agreement shall be maintained for each student participating in independent study, which includes, but is not limited to, all of the following:
 - a. The manner, time, frequency, and place for submitting the student’s assignments and for reporting the student’s progress;
 - b. The objectives and methods of study for the student’s work, and the methods utilized to evaluate that work;

- c. The specific resources including materials and personnel which will be made available to the student;
- d. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the student should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year;
- f. A statement of the number of course credits or, for elementary grades, other measure of academic accomplishments appropriate to the agreement to be earned by the student upon completion; and
- g. The inclusion of a statement in each independent study agreement that independent study is an optional education alternative in which no student may be required to participate. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code sections 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction.
- h. Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or care giver, 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. For purposes of this paragraph "caregiver" means a person who has met the requirements Family Code section 6550.

Board Approved: October 28, 201

Revised: September 24, 2020

INDEPENDENT STUDY WRITTEN AGREEMENT

Student name:	Student #:	Grade level:
Address:	Age:	Birth date:
City:	Zip code:	Phone #:
Duration of agreement:	Beginning date:	Ending date:

Methods of Study, Methods of Evaluation, and Resources: The specific methods of study, methods of evaluation, and resources for each assignment covered by this agreement will be described in subsequent pages, which are part of this agreement. The independent study option is to be equivalent in quality and quantity to classroom instruction.

Board Policies

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2. When any student fails to complete three assignments during any period of twenty (20) school days, the Superintendent or designee shall conduct an evaluation to determine whether it is in the best interests of the student 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 student record. This record shall be maintained for a period of three (3) years from the date of the evaluation and if the student transfers to another California public school, the record shall be forwarded to that school.

Objectives: We understand that the student is to complete the coursework listed below. All course objectives will reflect the curriculum adopted by CSCE governing board and are consistent with CSCE standards, as outlined in the Charter School’s subject/course descriptions. Assignment Sheet 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.

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

Courses	Credits or Other Measures of Academic Achievement

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Reporting: We understand that students are required to report to their teacher(s) and provide all of completed work as scheduled within one week of return. All work must be completed satisfactorily in order to earn credit for the days indicated in the independent study contract.

Day: _____ Time: _____ Place: _____

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

Frequency: _____

Voluntary Statement: We understand that independent study is an optional educational alternative in which no student 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.

We have read and understand the terms of this agreement, and agree to all the provisions.

Student: _____ Date: _____

Parent/Guardian/Caregiver: _____ Date: _____

Supervising Teacher: _____ Date: _____

Other Person Who Has Direct Responsibility for Providing Assistance
to the Student: _____ Date: _____

Other Person Who Has Direct Responsibility for Providing Assistance
to the Student: _____ Date: _____

Principal or designee: _____ Date: _____

Adopted on: _____
Date