



YPI CHARTER SCHOOLS INDEPENDENT STUDY BOARD POLICY

YPI Charter Schools (hereinafter “Charter School”, referring to charter schools operated by YPI Charter Schools; Bert Corona Carter Middle, Bert Corona Charter High, and Monseñor Oscar Romero) may offer independent study to meet the educational needs of pupils enrolled in the Charter School in accordance with applicable law. Independent study shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students enrolled in independent study to complete the Charter School’s adopted course of study within the customary time frame. (5 C.C.R. § 11701.5.)

Charter School intends to offer an independent study program featuring “short-term independent study” for classroom-based program students who may benefit from a short-term independent study option and “annual independent study” for students only participating in independent study in a given school year. Charter School shall provide appropriate services and resources to enable pupils to complete their independent study program successfully. Independent study is a voluntary, educational alternative in which no student may be required to participate. (Education Code § 51747.) Students who voluntarily choose to enroll in the Charter School’s independent study program have the alternative option of attending a classroom-based instructional program in a school of their district of residence or potentially at the Charter School subject to capacity.

The following written policies have been adopted by the Board for implementation at the Charter School for the independent study program:

1. The Executive Director or designee is responsible for managing the independent study program, which includes reviewing and granting requests for short-term independent study from Charter School students. The Executive Director or designee will determine if a student qualifies for short-term independent study based on criteria including the below:
 - a. Experienced certificated staff are available to effectively supervise students in independent study;
 - b. Ensuring the enrollment does not result in noncompliance with independent study ADA requirements (e.g., ADA-to-Certificated Teacher Ratio per Education Code § 51745.6; ensuring 80% of ADA generated by the Charter School is from classroom-based instruction per Education Code § 47612.5; etc.).
 - c. No individual with exceptional needs, as defined in Education Code § 56026, may participate in independent study unless his/her Individualized Education Program (IEP) specifically provides for such participation.

- d. No student that is referred or assigned to a Charter School pursuant to Education Code § 48915 or Education Code § 48917, may be provided with instruction through independent study unless they are offered the alternative of classroom instruction and they choose independent study.
- e. In accordance with Education Code § 51747.3(b), students enrolling in the independent study program must be residents of Los Angeles County or an adjacent county.

Executive Director or designee is responsible for establishing the number of available seats for short-term and full-time independent study and must consider the independent study ADA requirements (see Section 1(b)) in making these determinations. The Executive Director or designee may consider factors under Section 1(a)-(e) and other factors in determining the total number of full-time independent study seats and enrollment eligibility.

2. For pupils in all grade levels offered by the Charter 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 twenty (20) school days. (Education Code § 51747(a).)

3. When any pupil fails to complete three (3) assignments during any period of twenty (20) school days, 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. 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. (Education Code § 51747(b).) Charter School may disenroll pupils who accrue ten (10) unexcused absences due to failure to turn in assignments.

4. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all 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, which 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 school year.
- f. A statement of the number of course credits (7th-12th grades) or, for the elementary grades (5th-6th), 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 §§ 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 caregiver, 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 Division 11 of the Family Code. (Education Code § 51747(c).)

5. Family Rights and Responsibilities: The independent study program entails a commitment by the parent/guardian and the student. Families participating in independent study agree to:

- a. Support the student, including by monitoring the student's progress in the independent study program and helping the student track important deadlines (e.g., assignment deadlines).
- b. Complete the independent study agreement.
- c. Participate in any interventions recommended by the school to promote academic success.

6. Supervising Teacher Responsibilities:

- a. Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee of the Charter School. (Education Code § 51747.5.)
- b. Executive Director or designee shall oversee the teacher(s) who directly supervise independent study on a regular basis and ensure that the teacher(s):
 - i. Complete designated portions of the independent study agreement and add additional information to the agreement when appropriate.
 - ii. Supervise and approve coursework.
 - iii. Design/identify curriculum objectives.
 - iv. Communicate with students as required by the independent study agreement.
 - v. Assess all work that students are required to submit to the teacher.
 - vi. Personally judge the time value of assigned work or work products completed and submitted by the student.
 - vii. Select and save with each independent study agreement, representative samples of the student's completed and evaluated assignments.
 - viii. Maintain any required records and files on a current basis.
 - ix. When appropriate, determine and assign grades or other approved measures of achievement.

7. Charter School Administrative Responsibilities:

- a. Charter School will not provide independent study students and parents/guardians with funds or items of value that are not provided for other students and parents/guardians. (Education Code § 51747.3(a).)
- b. Charter School may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certificated teacher. (Education Code § 51747.5(b).)
- c. Charter School will maintain records of the independent study program. School records maintained by Charter School shall identify all students participating in its independent study program and shall specify the grade level in which each of these students is enrolled.
- d. Records of the independent study program shall be maintained for audit purposes and shall include the following:

- i. A copy of the Board policy and procedures related to independent study.
- ii. A separate listing of the students, by grade level who have participated in independent study identifying units of the curriculum attempted (also known as the “course of study”) and units of the curriculum completed by students, as specified in their independent study agreements.
- iii. A file of all independent study agreements, with representative samples of each student’s work products and a signed acknowledgement by the supervising teacher indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.
- iv. A daily attendance register, as appropriate to the program in which the students are enrolled, separate from classroom attendance records, and maintained on a current basis as time values of student work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different individuals. (5 C.C.R. § 11703.)

8. Charter School will comply with ADA-to-certificated employee ratio requirements of Education Code § 51745.6.

9. Charter School shall comply with the Education Code §§ 51745-51749.3 and the provisions of the Charter Schools Act and applicable State Board of Education regulations adopted there under.

Adopted: September 25, 2017

Amended: June 28, 2021