

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.)

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. An individual with exceptional needs, as defined in Education Code § 56026, may participate in independent study if his/her Individualized Education Program (IEP) specifically provides for such participation. If a parent or guardian of an individual with exceptional needs requests independent study, the student’s IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education in an independent study placement.
 - 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.

The 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 or fails to make satisfactory educational progress (defined below in Section 4), 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, or whether the pupil should return to or otherwise be placed in a regular in-person school program. 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).) After providing the required notice and right to a hearing, Charter School may disenroll pupils who accrue ten (10) unexcused absences due to failure to turn in assignments.
4. For purposes of conducting the evaluation in Section 3, a student is deemed to be making satisfactory educational progress if the student is on track to enter the next grade level at the completion of the current school year and/or progressing toward their goals pursuant to their IEP. The Executive Director or designee is responsible for making this determination based on all of the following indicators:
 - a. The student's achievement and engagement in the independent study program, as indicated by the student's performance on student-level measures of student achievement and student engagement set forth in Education Code § 52060(d)(4)-(5).
 - b. The completion of assignments, assessments, or other indicators that show the student is working on assignments.
 - c. Learning required concepts, as determined by the supervising teacher.

- d. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher. (Education Code § 51747(b)(2).)
5. The Charter School will provide content to students aligned to grade level standards that is substantially equivalent to in-person instruction. For high school students, this includes access to all courses offered by the Charter School for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria. (Education Code § 51747(c).)
6. For students who participate in independent study at Charter School for at least fifteen (15) school days per year:

6.1. If a student does not generate attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the school’s approved instructional calendar, students found not participatory in synchronous instruction pursuant to Education Code § 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span, or for students who are in violation of their independent study written agreement, Charter School shall:

- a. Verify current contact information for each enrolled student;
- b. Notify parents or guardians of lack of participation within one school day of the recording of a non-attendance day or lack of participation (e.g., via email, message, text, telephone, letter, etc.);
- c. Reach out to the student directly and/or parents or guardians, as well as health and social services as necessary, to determine student’s needs for reengagement;
- d. If the student has failed to complete three (3) assignments during any period of twenty (20) school days or is failing to make satisfactory educational progress as defined in Section 4 herein, Charter School will schedule a pupil-parent-educator conference (a meeting involving all individuals who signed the student’s written agreement) to review the student’s written agreement and reconsider the independent study program’s impact on the student’s achievement and well-being; and
- e. Implement any Charter School programs intended to address chronic absenteeism, as applicable. (Education Code § 51747(d).)

6.2 Based on each student’s grade level, their assigned teacher or teachers of record will schedule and offer opportunities for synchronous instruction and daily live interaction at least as frequently as set forth in subsections (a)-(b) below. (Education Code § 51747(e).)

“Live interaction” means interaction between the student and Charter School staff, and may include peers, to maintain school connectedness. Examples of live interaction include

check-ins, progress monitoring, provision of services, and instruction, and live interaction can be in-person or in the form of internet or telephonic communication.

“Synchronous instruction” means classroom-style instruction, designated small-group instruction, or one-on-one instruction delivered in person or in the form of internet or telephonic communication by the student’s assigned teacher or teachers of record, and involving live two-way communication. (Education Code § 51745.5.)

- a. For students in grades 4-8, inclusive, the Charter School will schedule and offer opportunities for weekly synchronous instruction and daily live interaction.
- b. For pupils in grades 9 to 12, inclusive, the Charter School will schedule and offer opportunities for at least weekly synchronous instruction.

The Charter School will document each student’s participation in live interaction and synchronous instruction on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction on a school day will be documented as nonparticipatory for that school day for purposes of pupil participation reporting and tiered reengagement pursuant to EC § 51747. (Education Code § 51747.5(c).)

6.3 A student’s parent or guardian may request their student return to in-person instruction from independent study by making a written request to the Executive Director or designee or their assigned teacher(s) of record. If there is capacity in Charter School’s in-person program at the student’s grade level, Charter School will transition the student within five school days. If there is not capacity in Charter School’s in-person program at the student’s grade level, Charter School will help the student transition to enrolling in the in-person program offered by their district of residence, will transfer the student’s educational records within five school days, and offer the student an opportunity to join Charter School’s waitlist. (Education Code § 51747(f).)

6.4 Sections 6.1, 6.2, and 6.3 of this policy do not apply to students who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Charter School shall obtain evidence from appropriately licensed professionals of the need for students to participate in independent study pursuant to this Section 6.4. (Education Code § 51747(i).)

7. 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, for reporting the pupil’s progress, and for communicating with a pupil’s parent or guardian regarding a pupil’s academic 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. These resources will include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- 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, the level of satisfactory educational progress, 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. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the student's IEP or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- h. 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.
- i. Each written agreement shall be signed 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 the certificated employee designated as having responsibility for the special education programming of the student, as applicable.

- i. For a student participating in an independent study program that is scheduled for fourteen (14) or fewer school days, each written agreement must be signed within ten (10) school days of the commencement of the first day of the student's participation in independent study.
- ii. For a student participating in an independent study program that is scheduled for fifteen (15) or more school days, each written agreement must be signed before the commencement of independent study.

For purposes of this policy, "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).)

- j. Before signing a written agreement, the parent or guardian of a student may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the student, parent or guardian, and, if requested by the student or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study, before making the decision about enrollment or disenrollment in the various options for learning. (Education Code § 51747(h)(2).)
8. 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.
9. 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. The 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.

10. 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, or the combined time value of pupil work product and pupil participation in synchronous instruction. (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.)

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

12. Charter School shall comply with the applicable provisions under Education Code § 51744 *et seq.* 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

Amended: August 8, 2022