INDEPENDENT STUDY POLICY

YPI Charter Schools (YPICS), which operates Bert Corona Charter Hgh, Bert Corona Charter Middle, and Monseñor Oscar Romero Charter Middle (collectively, the "Charter School"), may offer independent study to meet the short or long-term educational needs of pupils enrolled in the Charter School under the conditions set forth in this Policy which applies to all YPI Charter Schools (YPICS). Independent study is available for Charter School students who are unable to access on-campus instruction due to extended illness or other extenuating circumstances**.** Prior to approval of any independent study request, parents/guardians must meet with the Principal or Designee to develop a plan for the independent study.

Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the YPICS Board of Trustees for implementation at the Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum time that may elapse between the assignment and the date by which the pupil must complete the assigned work shall be ten (10) school days.

2. The Principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:

    a. When any pupil fails to complete three (3) assignments during any period of ten (10) school days.

    b. In the event a student's educational progress falls below satisfactory levels as determined by ALL of the following indicators:
        i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
        ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
        iii. Learning required concepts, as determined by the supervising teacher. iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall

be treated as a mandatory interim pupil record. The record shall be maintained for 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.

3. The Charter School shall provide content aligned with grade-level standards that is substantially equivalent to in-person instruction. For high school grade levels, this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.

4. Charter School has adopted tiered reengagement strategies** for the following pupils:

a. All pupils who are not generating attendance for more than 10% of the required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;
b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month,5 as applicable by grade span; or
c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

d. Verification of current contact information for each enrolled pupil;
e. Notification to parents or guardians of the lack of participation within one (1) school day of the absence or lack of participation;
f. Outreach from the Charter School to determine pupil needs, including connection with health and social services as necessary;
g. When the evaluation described above under paragraph 2 is triggered to consider whether remaining in independent study is in the best interest of the pupil, a pupil-parent-educator conference shall be required to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747. This conference shall be a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement.

5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction**:
a. For pupils in grades 6-8, inclusive, the plan to provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of

the Charter School and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows: Charter School shall make available live scheduled video interaction.
b. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each

pupil's teacher or teachers or record shall be as follows: Charter School shall make available live scheduled video interaction and/or virtual "office hours".

6. The following plan shall be utilized to transition** pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case, later than five instructional days: The Principal or designee will meet with the Family to discuss the transition back to in-person instruction and the effect, if any, the transition will have on student credit accomplishment. Any Family wishing to return to in-person instruction will be returned to in-person instruction within 5 instructional days.

**The tiered reengagement strategies, plan for synchronous instruction and live interaction, and plan to transition pupils whose families with to return to in-person instruction (paragraphs 4, 5, and 6 above) shall not apply to pupils who participate in an independent study program for fewer than 15 schooldays in a school year and pupils enrolled in a comprehensive school for classroom-based instruction 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. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision. The tiered reengagement strategies shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.

7. 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, for reporting the pupil's academic 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 used to evaluate that work.
   c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing connectivity and devices adequate for all pupils to participate in the educational program and complete assigned work.
   d. A statement of the policies adopted pursuant to Education Code Section 51747, subdivisions (a) and (b), 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 before 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 the 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 or, for the elementary/middle school grades, 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 pupil's individualized education program 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 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.

i. For a pupil participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, before 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, the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable, and all persons who have direct responsibility for providing assistance to the pupil. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in 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 the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. 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.

- Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, which may be a marking that is either computer-generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10

(commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

8. The Charter School shall comply with the Education Code sections 51745 through 51749.3, and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted thereunder.

9. The Executive Director of Designee may establish regulations to implement these policies in accordance with the law.

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