

PALISADES CHARTER HIGH SCHOOL

BOARD POLICY FOR COURSE-BASED INDEPENDENT STUDY

The Board of Directors of PCHS hereby adopts the following policies regarding course-based independent study in accordance with Education Code Section 51749.5:

1. Every student that engages in course-based independent study does so in accordance with a signed learning agreement which is completed and on file pursuant to Education Code Section 51749.6.
2. All courses are taught under the general supervision of certificated employees who hold the appropriate subject matter credential pursuant to Section 44300 or 44865, or subdivision (l) of Section 47605, and are employed by PCHS.
3. All course-based independent study courses are annually certified, by PCHS Board of Directors resolution, to be of the same rigor, educational quality, and intellectual challenge substantially equivalent to in-person instruction and equivalent classroom-based courses, and shall be aligned to all relevant local and state content standards. As a high school, this shall include access to all courses offered by the local educational agency for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria.
4. This certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each schoolday that a pupil is enrolled, number of equivalent total instructional minutes, number of course credits for each course, and a plan for at least weekly synchronous instruction throughout the school year.
5. All pupils enrolled in courses authorized by this section shall meet the applicable age requirements established pursuant to Education Code Section 47612.1 and shall meet the applicable residency and enrollment requirements established pursuant to Education Code Sections 47612 and 51747.3.
6. An individual with exceptional needs, as defined in Education Code Section 56026, may participate in course-based independent study, if the pupil's individualized education program developed pursuant to Article 3 (commencing with Section 56340) of Chapter 4 of Part 30 specifically provides for that participation.
7. A temporarily disabled pupil shall not receive individual instruction pursuant to Section 48206.3 through course-based independent study.
8. For all pupils in grades 9-12, the maximum length of time allowed between the date the assignment is made and the date the assignment is due is five (5) school days. After 4 missed assignments during any course in which the pupil is enrolled, or if the pupil is not making satisfactory educational progress as defined, below, an evaluation will be made to determine whether course-based independent study is an appropriate strategy for this pupil.
9. Satisfactory educational progress shall be determined based on all of the following indicators:
 - a. 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 paragraphs (4) and (5) of subdivision (d) of Education Code Section 52060.
 - b. The completion of assignments, assessments, or other indicators that evidence that the pupil 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.

If satisfactory educational progress in one or more courses is not being made, certificated employees providing instruction shall notify the pupil and, if the pupil is less than 18 years of age, the pupil's parent or legal guardian, and conduct an evaluation to determine whether it is in the best interest of the pupil to remain in the course or whether the pupil should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the findings of an evaluation made pursuant to this subdivision shall be treated as a mandatory interim pupil record. The 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.

- 10. Procedures for tiered reengagement strategies for all pupils who are not making satisfactory educational progress in one or more courses, or who are in violation of the written learning agreement pursuant to Education Code Section 51749.6. These procedures shall include, but are not necessarily limited to, all of the following:
 - a. Verification of current contact information for each enrolled pupil.
 - b. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
 - c. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written learning agreement, and reconsider the independent study course's impact on the pupil's achievement and well-being.
- 11. Written or computer-based evidence of satisfactory educational progress, as described above, shall be retained for each course and pupil. At a minimum, this evidence shall include a grade book or summary document that, for each course, lists all assignments, examinations, and associated grades.
- 12. PCHS shall transition pupils whose families wish to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.
- 13. A proctor shall administer examinations.
- 14. Statewide testing results for pupils enrolled in any course authorized pursuant to this section shall be reported and assigned to the PCHS. Statewide testing results for pupils enrolled in a course or courses pursuant to this section shall be disaggregated for purposes of comparing the testing results of those pupils to the testing results of pupils enrolled in classroom-based courses.
- 15. A pupil shall not be required to enroll in courses authorized by this section.
- 16. PCHS shall comply with the pupil-to-certificated-employee ratio limitations established pursuant to Education Code Section 51745.6.

17. For each pupil, the combined equivalent daily instructional minutes for enrolled courses authorized by this section and enrolled courses authorized by all other laws and regulations shall meet the minimum instructional day requirements applicable to the local educational agency. Pupils enrolled in courses authorized by this section shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code Section 47612.5.
18. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
19. A pupil participating in independent study shall not be assessed a fee prohibited by Section 49011.
20. A pupil shall not be prohibited from participating in independent study solely on the basis that the pupil does not have the materials, equipment, or internet access that are necessary to participate in the independent study course.
21. For purposes of computing average daily attendance for each pupil enrolled in course-based independent study, the following computations shall apply:
 - a. For each schoolday, add the combined equivalent daily instructional minutes, as certified above, for courses authorized by this section in which the pupil is enrolled.
 - b. For each schoolday, add the combined daily instructional minutes of courses authorized by all other laws and regulations in which the pupil is enrolled and for which the pupil meets applicable attendance requirements.
 - c. For each schoolday, add the sum of subparagraphs (a) and (b).
 - d. If subparagraph (c) meets applicable minimum schoolday requirements for each schoolday, and all other requirements in this section have been met, credit each schoolday that the pupil is demonstrating satisfactory educational progress pursuant to the requirements of this section, with up to one school day of attendance.
 - e. Using credited schoolday attendance pursuant to paragraph (2), calculate average daily attendance pursuant to Education Code Section 47612 for each pupil.
 - f. The average daily attendance computed herein shall not result in more than one unit of average daily attendance per pupil.
 - g. Average daily attendance computed for pupils enrolled in courses authorized by this policy shall not be credited with average daily attendance other than what is specified in this policy and Education Code Section 51749.5.
 - h. If more than 10 percent of the total average daily attendance of PCHS is claimed pursuant to this policy, then the amount of average daily attendance for all pupils enrolled by PCHS in courses authorized pursuant to this section that is in excess of 10 percent of the total average daily attendance for PCHS shall be reduced by either the statewide average rate of absence for high school districts for grades 9 to 12, inclusive, as calculated by the California Department of Education for the prior fiscal year, with the resultant figures and ranges rounded to the nearest 10th.