



## LCPS COVID-19 Independent Study Policy (21-22 School Year)

(Adopted August 3, 2021)

Lighthouse Community Public Schools (“LCPS” or “Charter School”) is choosing to offer COVID-19 Independent Study to students whose health may be put at-risk by attending school in person, as determined by a student’s parent or guardian. This independent study shall be referred to herein as “COVID-19 Independent Study” and shall only be offered during the 2021-2022 school year. This policy shall expire on June 30, 2022. LCPS 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 there under.

Independent study is an optional educational alternative in which no student may be required to participate. The following written policies have been adopted by the LCPS Board of Directors for implementation at Charter School:

- **The maximum length of time, by grade level and type of program, that may elapse between the time an independent study assignment is made and the date by which the student must complete the assigned work:**
  - LCPS has established the maximum length of time for all grade levels and for all students engaging in COVID-19 Independent Study shall be thirty (30) school days.
- **The level of satisfactory educational progress, and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study or whether the pupil shall return to the regular school program:**
  - LCPS 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:
    - When any pupil fails to complete 15% of assigned work during any period of thirty (30) school days.
    - In the event Student’s educational progress falls below satisfactory levels as determined by ALL of the following indicators:

- Pupil's achievement and engagement in the independent study program as described in the School's LCAP and measured by receiving an overall grade of "2 - Approaching" or higher in each course.
- Completing greater than 85% of assignments or assessments.
- Learning required concepts, as determined by the supervising Independent Study Teacher.
- Progression towards completion of the course of student, as determined by the supervising Independent Study 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 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.
- **The provision of content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, 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:**
  - Students participating in COVID-19 Independent Study at LCPS shall engage in the same course of study as in-person peers. Content taught is aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high school grades this shall include access to all courses offered by LCPS for high school graduation and approved by the UC or CSU as creditable under A-G admissions criteria.
- **Procedures for Tiered-Re Engagement Strategies for all pupils who are not generating attendance for more than three schooldays or 60 percent of the instructional days in a school week, or who are in violation of their written independent study agreement:**
  - For students who are absent for more than three (3) school days or 60% of the instructional days in a school week, or who are in violation of the written agreement, LCPS shall:
    - Verify the current contact information for each enrolled student
    - Notify the parents or guardians of lack of participation within one school day of the absence or lack of participation.
    - Staff will conduct outreach to determine student needs, including a connection with health, social services, or other community resources as needed.

- When the evaluation described above under paragraph (2)(b)(iv) is triggered to consider whether remaining in independent study is in the best interest of the pupil, conduct a student, parent/guardian, educator conference to review the student's written agreement and consider the COVID-19 Independent Study Program's impact on the student's achievement and well-being. All parties who signed the Independent Study Agreement will attend this meeting.<sup>1</sup>
- **Plan for Synchronous Instruction and Live Interaction:<sup>2</sup>**
  - Synchronous and Asynchronous instructional time that a student will have access to as part of COVID-19 Independent Study
    - K-3:
      - 30 min daily synchronous crew live interaction and instruction
      - 60 min daily synchronous instruction in ELA and Math (minimum)
      - 30 min daily synchronous designated ELD (if classified as English learner)
      - 180 min daily asynchronous work (science, math, ELA, enrichment, fitness)
    - 4-8
      - 30 min daily synchronous crew for live interaction and instruction
      - 60 min daily synchronous ELA course (minimum)
      - 30 min daily synchronous Designated ELD (if classified as English learner)
      - 240 min daily asynchronous work
    - 9-12
      - 30 min daily synchronous crew live interaction and instruction
      - 60 min daily synchronous ELA course (minimum)
      - 30 min daily synchronous Designated ELD (if classified as English learner)
      - 240 min daily asynchronous A-G coursework (UC Scout, Apex, or other course), support by weekly check ins from supervising teacher
  - *All schedules meet or exceed California annual Instructional minute requirements pursuant to Education Code Section 47612.5(a).*
- **A plan 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<sup>3</sup>:**

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<sup>1</sup> The tiered reengagement strategies shall not apply to pupils that participate in an independent study program for fewer than 15 schooldays in a school year.

<sup>2</sup> The plan for synchronous instruction and live interaction shall not apply to pupils that participate in an independent study program for fewer than 15 schooldays in a school year.

<sup>3</sup> The plan to transition pupils whose families wish to return to in-person instruction shall not apply to pupils that participate in an independent study program for fewer than 15 schooldays in a school year.

- A student's parent or guardian may choose to have their student switch from COVID-19 Independent Study to in-person learning. To support a smooth transition between programs, the ideal time for students to make these switches is at the end of each grading cycle; however, LCPS is able to switch a student on COVID-19 Independent Study to in-person learning within 5 instructional days of receiving such a request in writing from a student's parent or guardian.
- Similarly, once the 2021-2022 Academic Year has started, a student may be re-enrolled in COVID-19 Independent Study within 5 instructional days of receiving such a request in writing from a student's parent or guardian.
- To ensure a quality, consistent educational experience for students, LCPS reserves the right to determine that COVID-19 Independent Study is not the most appropriate alternative for a student after student has enrolled, disenrolled and attempted to re-enroll in the COVID-19 Independent Study option absent a clear and well-documented medical reason for doing so.
- **A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:**
  - 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.
  - The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
  - The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
  - 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.
  - 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.
  - A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.

- 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.
- 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.
- 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, 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.
- **The Chief Executive Officer or designee is authorized to establish procedures as needed to implement these policies in accordance with the law.**