



## **El Camino Real Charter High School Administrative Regulations and Procedures**

### **Purpose and Scope**

The purpose and scope of the Administrative Regulations is to provide a procedure and a framework for eligible students to enroll in the program utilizing Independent Study as the study mode of instruction.

### **General**

1. Independent Study is available to all students in 9<sup>th</sup> grade through 12th grade.
2. Independent Study students must be enrolled in El Camino Real High Charter School. EC 51748
3. Independent Study is an optional educational alternative in which no student may be required to participate and a classroom option is continuously available at the student's district of residence. EC 51747 (c) (7)
4. All students enrolled in Independent study must sign a new Master Agreement each year. EC 51747
5. For 9th through 12th ADA purposes, total instructional FTE teacher to ADA ratio must not exceed the baseline ratio for all other instructional programs in the largest school district in the county or counties in which El Camino Real Charter High School operates, unless bargained through the school's union. UTLA and ECRA bargained for a teacher student ration for I. S. teachers at 1: 35. EC 51745.6
6. A student over age 19 years may generate attendance only if
  - a) The pupil was enrolled in a public school in pursuit of a high school diploma (or, if a student in special education, an individualized education program (IEP) while 19 years of age and without a break in public school enrollment since that time, is enrolled in the charter school and is making satisfactory progress towards award of a high school diploma (or, if a student in special education, satisfactory progress in keeping with an (IEP) consistent with the definition of satisfactory progress set forth in subdivision (h) of section 11965
  - b) The pupil is not over the age of twenty-two (22) years. EC 47612 5 CCR 11960
7. A certified teacher of the school must generally supervise, coordinate, and evaluate the work of each student engaged in Independent Study. Apportionment credit for independent study may be claimed only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certificated teacher. EC 51747.5
8. The School shall not provide students and parents/guardians with funds or items of value that are not provided to regular classroom students. EC 51747.3 (a)

### **The Master Agreement**

The Master Agreement must indicate the objectives or a statement that refers to the objectives being listed on the Assignment/Work Record or High School Course Description, method of study resources available, meeting time, frequency, place, method of evaluation and indicate if there are any subsidiary papers that are a part of the Master Agreement. EC 51747 (c) (3)

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The Master Agreement must have a statement that instruction may be provided for a Section 48915 (expulsion) or 48917 (suspended expulsion) students through Independent Study only if the student is offered the alternative of classroom instruction. The suspended expelled student must have the classroom option always available during the time enrolled in Independent Study. EC 51747 (c) (7)

The goals and objectives specified in the written Independent Study Agreement and Subsidiary Agreements shall be consistent with the Board's Policies, Administrative Regulations, and Procedures for curriculum and instruction. EC 51746.5, 11703 (b) (4)

One or more subject/courses may be added to the Independent Study Agreement during the semester if the student completes all of the pre-determined subjects/courses before the ending date of the agreement.

The Master Agreement will include the following:

- a. Name of pupil/student EC 51748
- b. Home Address EC 51747.3 (b)
- c. Grade level EC 51748
- d. School name EC 51748
- e. Birthday EC 46300.1
- f. Subject(s) and course value/units/credits and other measures. EC 51747 (c) (6)
- g. Objectives will be listed on Assignment/Work Record forms and in High School Course Descriptions. EC 51747 (c) (2)
- h. The method of evaluation must be included in the Master Agreement. EC 51747 (c) (2)
- i. Duration with beginning and ending dates. EC 51747 (c) (5)
- j. Frequency of meetings between student and teacher must be indicated. EC 51747 (c) (1)
- k. The manner of reporting/meeting one-on-one, email, mail, or fax for extenuating circumstances. EC 51747 (c) (1)
- l. Dated signatures for each student, parent/guardian/caregiver (a caregiver affidavit must be on file.)
- m. Supervising certificated teacher and other teachers who have direct responsibility for providing assistance. All signatures must be completed before ADA may be collected. The Independent Study Agreement can be started in the subjects under the control of the supervising teacher but if an "Other" teacher is involved, the school cannot take attendance/ADA for that course until the agreement is dated and signed by that "Other" assisting person. EC 51747 (c)
- n. Subsidiary contracts can be a part of the Master Agreement and will be indicated as such in the agreement.
- o. It is the policy of El Camino Real High School to continually verify adequate academic progress by students in our independent study program. Excessive missed assignments may be an indicator of an inadequate progress. The Master Agreement requires the meeting of a minimum assignment goal. A progress to determine if this program is in the

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student's best interest has been developed and is outlined in the Missing Assignment Report Policy.

- p. The Master Agreement must have a statement giving the maximum length of time, 20 days, which a student has between the time the assignment is assigned and completed. Learning periods will be 20 days or monthly. Attendance will be generated every 20 days. EC 51747 (a) (Although not required by education code, it is expected that the credentialed Supervising Teacher will meet with students every five days to verify progress of work assigned to that point).
- q. Master Agreement must have a statement that Independent Study is an optional educational alternative in which no student may be required to participate and a classroom option is continuously available at the student's district of residence. EC 51747 (c) (7)
- r. In the case of a suspended student pending expulsion pursuant to EC 48915 or 48917, a statement is needed that states instruction may be provided through Independent Study only if the student is offered the alternative of classroom instruction. EC 51747 (c)
- s. An updated Master Agreement must be submitted if changes are made in classes or coursework to be completed.
- t. Special education students (individuals with exceptional needs as defined in Ed. Code Section 56026) must have an IEP that specifically provides for Independent Study
- u. Credits earned in high school coursework will become part of the student's permanent record.

### Attendance

- Independent Study attendance credit is determined using the time value method which is based on assignments given and evaluated by the certificated teacher and recorded on the Assignment Sheet and Attendance Record; and based upon the daily engagement of charter school pupils in educational activities required of them by El Camino Real Charter High School, on days when school is actually taught in El Camino Real Charter High School. EC 11703 (b) (3)
- Students must be responsible for the same amount of work as if they were in a regular classroom at their assigned level.
- Students whose work indicates to the Supervising teacher an acceptable amount of the work product has been completed will generate 1 day of attendance. A minimum days' worth of work will only count towards attendance not academic grade of a full day. Recorded attendance in days should not exceed more than 5 days in one school week. Attendance should be counted in days not hours.

### Credits and Grades

- (i) Course work will be determined by the Master Agreement and Course Descriptions. The Supervising Teacher will be responsible for assigning the appropriate amount of work each learning period. After the teacher evaluates the assignment, an evaluation of the work will be reflected, and the appropriate attendance generated.
- (ii) Sample work being kept for the auditors must have the following 3 items on each sample of work.

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- Teacher's name or initials indicating that he/she has personally evaluated the work or that he/she personally reviewed the evaluations made by another certificated teacher.
- Date of the evaluation.
- Teacher comment reflecting evaluation of the work.

Things that should be evident on the representative sample: subject, student's name, date student completed assignment and academic evaluation.

- High school students must complete the high school course description in order to earn 5 semester credits.

**Graduation Requirements**

- The students enrolled in Independent Study must complete the graduation requirements as prescribed in ECR's Charter Document.
- When the requirements for graduation are completed, the student will be awarded an ECR diploma.

**Record Retention**

- As required by school policy and state law, the student's monthly assignment paperwork will be maintained for three years. Transcripts will be kept on file indefinitely.
- One sample of student work in each subject area for each learning period will be collected. The first month's sample will be original documents.