



Short-Term Independent Study Policy

Approved: _____

The purpose of this policy is to govern the use of short-term Independent Study (IS) at Navigator Schools (NS). This policy applies to IS agreements for student absences of 3-15 days in duration. For the 2021-22 school year, absence periods of 16 days or more (for students whose health would be put at risk by in-person instruction, as determined by the parent or guardian) are covered by the NS Long-Term Independent Study Policy (separate document).

Independent Study requires approval from the principal (or principal's designee) in writing. In an extenuating circumstance the principal, or designee, may approve additional IS days following a conference with the parents and teacher. The principal, or designee, reserves the right to deny IS for any reason.

IS is conducted solely for the educational benefit of the students attending the school as a means to encourage daily engagement in school work even during times of extended absence. No student is required to request or participate in an IS program during an extended absence. Parents are to give advance notice when possible of a request for IS. In an extenuating circumstance (i.e. a serious illness, injury or family emergency), with principal approval, a certificated staff member/teacher will work with the parent to implement an IS program in an expedited manner with less than one school day notice.

In accordance with Education Code Section 51747:

1. For pupils in all grade levels offered by the 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 school work shall be 30 days. The assignment(s) must be completed and returned to the office through a face to face meeting, facsimile, mail, or other credible method of meeting and reviewed upon completion of the IS program for all grades, unless extended by the principal, or designee, in consultation with the teacher.
2. An evaluation will be made by a committee made up of the student's teacher and the principal as to whether it is in the student's best interest to participate in the IS program during an absence upon event of the student missing three assignments during any length of time. A written record of the findings of this evaluation shall be placed in the student's permanent record and shall be maintained for a period of three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.
3. A current IS agreement for each student shall be maintained on file. Each agreement shall be signed and dated and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. The agreement shall contain all the items listed below:

- a. The manner, time, frequency and place for submitting a student's assignments and for reporting student progress.
- b. The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
- c. The specific resources, including materials that will be made available to the student.
- d. A statement of the policies adopted herein regarding the maximum length of time allotted between the assignment and the completion of a student's assigned work, and the number of missed assignments before an evaluation of whether or not the student should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
- f. The inclusion of a statement that IS is an optional educational alternative in which no student may be required to participate.
- g. Each written agreement shall be signed, before the commencement of IS, by the student, the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated teacher/staff member who has been designated as having responsibility for the general supervision of IS, and all other persons who have direct responsibility for providing instructional assistance to the student.

Short-Term Independent Study Procedures

Following the procedures below will ensure the student will receive full credit for attendance during the IS period.

1. The parent or guardian designated in the IS agreement must document student participation and completion of work in a daily log.
2. The student work packet must be turned into the school office on the student's first day back to school.
3. The school office manager will submit work to the supervising teacher for grading.
4. Upon receipt and confirmation of student work and logs, the school office manager will update attendance flags to indicate completion of Independent Study.
5. Any part of the IS packet that is not completed will be marked as an unexcused absence.
6. An IS plan will not be implemented for a student not intending to return to school.
7. Work is not to be completed on Saturday or Sunday in place of weekdays. If any work is done on the weekend it will count as an unexcused absence.
8. The parent/guardian will refrain from documenting any "daily engagement" on a day where a student did not engage in any educational activity required of the student by the assignment. Work done on weekends or other days when school is not in session cannot be used to "make-up" weekdays where no "daily engagement" occurred.