

**SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES**

- A. Students enrolled in School for Integrated Academics and Technologies (SIATech Academy South) may be offered Independent Study to meet their educational needs consistent with applicable laws and this policy. The Board of Directors (the “Board”) recognizes the value of supervised Independent Study for students in situations where special interest, abilities or unique individual needs cannot be properly accommodated in the regular instructional program. Independent Study is an optional alternative instructional strategy by which students may reach curriculum objectives and/or fulfill graduation requirements.

SIATech Academy South’s Independent Study option shall be substantially equivalent in quality and quantity to classroom instructions, thus enabling students enrolled in Independent Study to complete SIATech Academy South’s adopted course of study within the customary time frame.

- B. Any Independent Study program must comply with all of the following:

1. The program components of each individual study program shall be in writing.
2. The components of the programs shall be prepared under the immediate supervision of the certificated teacher and shall be reviewed and approved by the Director of Education Services (the “DES”). The coordination, evaluation and execution shall be under the general supervision of a certificated employee.
3. The nature, manner, scope, and place conducting any Independent Study program shall be designed to fit the education needs of the participating student, as determined by the supervising certificated teacher, subject to review and approval by the DES.
4. SIATech Academy South shall not provide Independent Study students and parents/guardians with funds or items of value that are not provided to regular classroom students.
5. No students with exceptional needs, as defined in Education Code Section 56026, may participate in Independent Study unless his or her Individualized Education Program (“IEP) specially provides for Independent Study participation.
6. No temporarily disabled students may receive individual instruction pursuant to Education Code Section 48206.3 by means of Independent Study unless the temporarily disabled student’s parents/guardians and the school district agree that the student may instead receive instruction through Independent Study as an alternative to “home and hospital” instructions.

7. No course included among the courses required for high school graduation shall be offered exclusively through Independent Study.
8. The maximum length of time which may elapse between the time an Independent Study assignment is made and the date by which the student must complete the assigned work is twenty-five (25) school days. When circumstances justify a longer time, the DES or designee may extend the maximum length of an assignment to a period not to exceed forty (40) school days.
9. Students agree to meet with or report to the supervising teacher regularly, in accordance with the frequency, date, time, and location specified in the contract.

Missing two (2) appointments without valid reasons or failure to complete three (3) assignments, results in an evaluation to determine whether it is in the student's best interest to remain in Independent Study. The evaluation may consist of some or all of the following:

- a. Attendance based on completion of assignments as quantified by the credentialed teacher
- b. Demonstration of skills
- c. Standardized test scores
- d. Written test and reports
- e. Oral or written presentations
- f. Student's attitude toward learning and achievement
- g. Punctual attendance at scheduled appointments
- h. Ability to meet scheduled appointments
- i. Parent and student preparedness for scheduled appointment
- j. Student demonstration of adequate and appropriate progress toward student growth standard as outlined in charter
- k. Appropriate learning environment
- l. Adequate parent/student relationship as necessary to enhance learning process

A written record of the findings or any such evaluation shall be maintained in the student's permanent record.

10. A current written master agreement for each Independent Study student shall be maintained on file including, but not limited to, all of the following (Education Code Sections 51747 (c) & 51748):
  - a. Student's name, grade and program placement/school of enrollment

- b. The manner, time frequency, and place for submitting a student's assignments and for reporting his/hers progress
  - c. Objectives and methods for study for the student to complete the work assignments
  - d. Methods to be used by supervising teacher to evaluate the student's work on assignments
  - e. Specific resources available to student, including personnel and materials
  - f. A statement of adopted policy regarding the maximum length of time allowed between the assignments and the completion of the student's work AND number of missed assignments that would trigger an evaluation to determine if the student should remain on Independent Study
  - g. The duration of the agreement, including the beginning and ending dates for each student
  - h. A statement of the number of course credits to be earned by the student upon completion
  - i. A statement that Independent Study is an optional educational alternative in which no student may be required to participate
  - j. Signatures and date signed by the (1) student, (2) the parent/guardian (if student is a minor), and (3) certificated supervising teacher, and (4) other persons directly responsible for providing assistance to the pupil
11. An agreement cannot be valid for more than one year. Each agreement shall be signed and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement.
12. Students shall have access to the same services and resources as are available to other students in the school.
13. Independent Study records shall include, but not limited to the following:
- a. A copy of SIATech Academy South's policy pertaining to Independent Study
  - b. A file of agreements, including representative samples of each student's completed and evaluated assignments, as determined by the certificated teacher
  - c. A list of all students participating in Independent Study which shows credits or units attempted by and awarded to each student per agreement and a record of student's attendance
  - d. An attendance register separate from other (regular classroom) attendance records

- e. A record of grades, credits and other evaluation of independent study assignments issued to the student
- f. Sufficient records of students participating in Independent Study to serve as audit materials

14. The school shall comply with Education Code Section 51745.6 and California Code of Regulations Section 11704 regarding teacher to pupil ratio limits.

Legal Reference:

Education Code Sections: 46300-46307.1, 51745-51749.3, 52026

California Code of Regulations, Title 5, Sections 11700-11704

**DATE OF ADOPTION BY THE BOARD: August 5, 2014**

**DATE OF RE-ADOPTION BY THE BOARD: February 17, 2015**