



# Monarch River Academy

## Instruction | Programs

### INDEPENDENT STUDY POLICY

Monarch River Academy offers independent study pursuant to this policy to meet the educational needs of pupils enrolled in the charter school. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully.

- 1. Time in Which an Assignment Must Be Completed:** 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 the date by which the pupil must complete the assigned work shall be twenty (20) school days.
- 2. Placement Determination:** A pupil may miss two (2) assignments during any period of twenty (20) school days before an evaluation is conducted to determine whether it is in the best interest of the pupil to remain in independent study. In addition, a pupil must maintain a level of satisfactory progress and will be required to produce evidence of a body of work for all 4 core subjects (English Language Arts, Math, Science, and Social Studies) for each learning period. A body of work must reflect at least 85% of each school day, showing engagement in learning. Therefore, when any pupil fails to complete two (2) assignments during any period of twenty (20) school days, or if they fail to maintain the level of satisfactory progress described above, the Executive Director or his or her designee shall conduct an evaluation to determine whether it is in the best interest of the pupil to remain in independent study. A writing record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This 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.
- 3. The School's Commitment to Provide Learning Content:**
  - The School will provide content aligned to grade level standards substantially equivalent to in-person instruction.
  - The School will make accessible all high school courses that meet the university "A-G" admission course requirements.
  - The School will provide opportunities for varying levels of live, virtual interaction and daily synchronous instruction based on grade span, which will be documented as required by legislative mandate.

Grade Span	Live Interaction *	Synchronous Instruction **
TK-3	N/A	Daily
4-8	Daily	Weekly
9-12	N/A	Weekly

\* Live Interaction is defined as interaction between the student and school staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress, monitoring, provision of services, and instruction. This interaction may take place in person, through virtual means, or telephonic communication.

\*\* Synchronous Instruction is defined as classroom-style instruction or designated small group or one-on-one instruction delivered in person, through virtual means, or telephonic communication, and involves live, two-way communication between the teacher and student. Synchronous Instruction shall be provided by the teacher or teachers of record for that pupil pursuant to Section 51747.5.

**4. Current Written Independent Study Agreement: A current written agreement shall be 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 and for reporting his or her progress.
- The objectives and methods of study for the pupil's work, and the methods utilized, to evaluate that work.
- The specific resources designated by the School, including materials and personnel, which 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 herein regarding what constitutes a lack of satisfactory progress and the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments and level of satisfactory progress allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
- The duration of the independent study agreement, including 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 Education Code 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 prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is under 18 years of age, the certificated employee who has been designated as having responsibility or the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code. An electronic signature will be acceptable only if using software or another method that allows for authentication of the signature. For instance, the program must require the use of a user's unique username and password, there must be security precautions regarding transmission of the user's unique user name and password and each electronic signature must be accompanied by an accurate date and time stamp, along with the IP address of the device the person used to sign the document.
- Pupil and parent/guardian acknowledgement of understanding that the pupil will participate in local benchmark assessments at minimum 3 times each school year and all applicable state assessments each school year.

- 5. Tiered Reengagement Student Strategies:** The School has adopted and implements the following tiered reengagement strategies for students who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar; or students found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or k, or who are in violation of their written independent study agreement:

Local programs intended to address chronic absenteeism, as applicable with the following minimum strategies:

- Verification of current contact information for each enrolled pupil.
- The parent/guardian will be notified within one school day of the recording of a non-attendance day or lack of participation via both electronic and telephonic communication.
- A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
- School staff will develop an individualized reengagement plan for the student and hold a required parent-student-educator conference in alignment with the evaluation described above for missed assignments and lack of satisfactory educational progress.

- 6. Average Daily Attendance:** It is the policy of this Board that each student is, at a minimum, expected to accomplish the following in order for the student to be counted as present/attending for Average Daily Attendance (ADA) purposes:

- Students will electronically mark “Monthly Independent Study Log” on the school days where they have completed school work Monday through Fridays that are not school holidays.
  - Parents/guardians will sign the monthly log under the following statement: “By signing this log, I verify that my student completed school work on these days” and electronically submit the log using the School’s Parent Portal
- 7. Compliance with the Education Code:** The Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provision of the Charter School's Act and the State Board of Education regulation adopted there under.
- 8. Implementation of Independent Study Policy:** The Board and School Staff may establish regulations to implement these policies in accordance with the law.

Adopted: September 13, 2022