



## **Educational Board Approved Policies**

### **A8: Independent Study**

The Albert Einstein Academies (“AEA” or “Charter School”) Governing Board authorizes independent study as an optional alternative instructional strategy for eligible students whose short or long-term needs may be best met through study outside of the regular classroom setting. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. Curriculum provided during independent study shall be substantially equivalent to in-person instruction.

As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part or full-time classroom study. Participation in independent study shall be in the sole discretion of the Superintendent or designee. Due to an emergency circumstance or illness, including quarantine due to COVID-19 infection or exposure, independent study may also be used on a short-term basis to ensure that the student is able to maintain academic progress in their regular classes.

Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee. The Superintendent or designee may approve independent study for an individual student only upon determining that the student is prepared to meet the LEA's requirements for independent study and is likely to succeed in independent study in a manner comparable to or better than they would in the regular classroom.

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if the student’s individualized education program specifically provides for such participation. (Education Code 51745)



A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

The following written policies have been adopted by the AEA Board of Directors for implementation at Charter School:

1. For pupils in all grade levels and programs offered by the Charter 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 work shall be 10 school days
2. The Superintendent or designee 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:
  - a. When any pupil fails to complete three (3) assignments during any period of ten (10) school days.
  - b. In the event Student's educational progress falls below satisfactory levels defined by ALL of the following indicators:
    - i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
    - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    - iii. Learning required concepts, as determined by the supervising teacher.
    - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising 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.

3. The Charter School shall provide content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
4. The Charter School has adopted tiered reengagement strategies for the following pupils:
  - a. all pupils who are not generating attendance for more than three (3) school days or 60% of the instructional days in a school week, or 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;
  - b. pupils found not participatory pursuant to Education Code Section 51747.5 for more than the greater of three schooldays or 60 percent of the scheduled days of synchronous instruction in a school month as applicable by grade span; or
  - c. pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include, but are not necessarily limited to, all of the following:

- a. Verification of current contact information for each enrolled pupil.
- b. Notification to parents or guardians of lack of participation within one (1) school day of the recording of a non-attendance day or lack of participation.
- c. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
- d. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent



study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.<sup>1</sup>

5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction:
  - a. For students in transitional kindergarten, kindergarten, and grades 1 to 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows: All students will have the opportunity to join a Zoom link providing access to the Supervising Teacher's classroom instruction throughout the school day.
  - b. For students in grades 4 to 8, inclusive, the plan to provide opportunities for daily live interaction between the pupil and a certificated or non-certificated employee of the Charter School and at least weekly synchronous instruction for all pupils throughout the school year by each pupil's assigned supervising teacher shall be as follows: All students will have the opportunity to join a Zoom link providing access to the Supervising Teacher's classroom instruction throughout the school day. Students will have the ability to interact with the teacher and peers during the lessons..
6. The following plan shall be utilized 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: Students who wish to

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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. The tiered reengagement strategies shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 46392 and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.



return to in-person instruction shall be returned to AEA's classroom-based program.<sup>2</sup>

7. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
  - a. 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.
  - b. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
  - c. 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.
  - d. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code Section 51747 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.
  - e. 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.

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<sup>2</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. The plan to transition pupils whose families wish to return to in-person instruction shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 46392 and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.



- f. 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.
- g. 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.
- h. 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 sections 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.
- i. 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.
  - Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature.



The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

- For the 2021–22 school year only, the Charter School shall obtain a signed written agreement for an independent study program of any length of time no later than 30 days after the first day of instruction in an independent study program or October 15, whichever date comes later.
8. The Charter School shall comply with Education Code sections 51747 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted thereunder.
  9. The Superintendent or designee shall ensure that procedures for student enrollment, disenrollment, and re-enrollment in the LEA's independent study program are developed and communicated to parents/guardians. The Superintendent may establish regulations to implement these policies in accordance with the law.
  10. The Superintendent or designee shall annually report to the Board of Trustees the number of students participating in independent study, the average daily attendance generated for apportionment purposes, the quality of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.



Approved and Adopted: 08/10/2021

Revised: 01/18/2022





**2021-2022 Albert Einstein Academies  
Master Agreement  
Independent Study Contract, K-8**

Dear AEA Parent:

On August 10, 2021 the AEA Board of Trustees approved an Independent Study (IS) program for the 2021-2022 school year only, based on the current and future COVID pandemic. The IS program will involve students learning via a range of remote online tools including, but not limited to, Canvas, Swivl, Zoom, etc. Once this agreement is fully executed, you contacted directly by an AEA staff member who will describe in depth what the program entails and will answer any and all questions.

**Pupil Name** \_\_\_\_\_ **DOB** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Teacher(s)** \_\_\_\_\_

**Contract Dates: from** \_\_\_\_\_ **through** \_\_\_\_\_ **Total days** \_\_\_\_\_

**Pupil's Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Conditions of the Independent Study Contract:**

For the 2021-2022 school year only, and within 30 days from the first day of instruction, AEA will obtain a signed written agreement from all required parties agreeing to the detailed terms of a student independent study contract. The requirements for daily/weekly synchronous instruction and live interaction as set forth in Education Code section 51747(d) – (f), shall not apply to pupils participating in an independent study program for fewer than 15 school days in a given school year.

- 1) **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:**

- a. **Manner of Reporting:** one on one virtual
- b. **Time:** [INSERT]
- c. **Frequency:** [INSERT]
- d. **Place:** [INSERT]



- 2) **Objectives:** The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
- 3) **Method of Study:** Methods of study for the student will include Independent Reading, Textbook, Activities, Problem Solving, Projects. Drill & Practice. Experiential Learning, Computerized Curriculum. Web/Internet Research , Library Research , Field Trips
- 4) **Method of Evaluation:** Methods of evaluation include Teacher-made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, State Standards Testing, Learning Journals, Presentations, Quizzes, Labs, Finals
- 5) **Resources:** The Charter School will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- 6) **Board Policies Pursuant to Education Code Section 51747(a) and (b):**
  - a. For pupils in all grade levels and programs offered by the Charter 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 work shall be ten (10) school days.
  - b. The Superintendent or designee 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:
    - i. When any pupil fails to complete three (3) assignments during any period of ten (10) school days.
    - ii. In the event Student’s educational progress falls below satisfactory levels as determined by the Charter School’s Student Study Team (“SST”) which considers ALL of the following indicators:
      1. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil



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engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).

2. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
3. Learning required concepts, as determined by the supervising teacher.
4. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

**7) Statement of the Course Credits or Other Measures of Academic Achievement to be Earned by the Pupil Upon Completion**

Courses	Credits or Other Measures of Academic Achievement

**8) Statement of Academic and Other Supports for Special Populations:** The Charter School shall utilize its Student Success Team (“SST”) to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities in Education Act (“IDEA”) and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil’s individualized education program (“IEP”). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The school complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.

**9) Monitoring Student Progress:**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of their written agreement. For all students not generating attendance for more than three school days or 60 percent



of the instructional days in a school week or who are in violation of their written agreement, tiered re-engagement strategies, including but not limited to all of the following, shall be implemented as follows:

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. An evaluation meeting between the student, parent/guardian, and the independent study administrator, and teacher, including the student’s counselor, as appropriate
4. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
5. An increase in the amount of time the student works under direct supervision

**10) Voluntary Statement:** It is understood that participation in independent study is an optional educational alternative in which no student shall be required to participated. All participation shall be voluntary. 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, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

**11) Signatures and Dates:**

ALL OF THE FOLLOWING SIGNATURES ARE REQUIRED BEFORE PUPIL PARTICIPATES IN INDEPENDENT STUDY:

*I have read and I understand the terms of this agreement and agree to all provisions set forth herein.*

Title	Signature	Date
Pupil		
Parent/Guardian/Caregiver (if pupil is under the age of 18)		
Supervising Teacher		



Other Person Who Has Direct Responsibility for Providing Assistance to the Pupil:		
Other Person Who Has Direct Responsibility for Providing Assistance to the Pupil:		
Other Person Who Has Direct Responsibility for Providing Assistance to the Pupil:		

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