

Bellevue-Santa Fe Charter School

“What we learn with pleasure, we never forget.”

Independent Study Policy

The Administrator shall approve independent study for an individual student only upon determining that the student is prepared to meet the school’s requirements for independent study.

As the intent of the independent study agreement is to prevent loss of learning during prolonged absences and not as a replacement for or alternative means to meet curricular requirements, the following guidelines are required.

- The minimum period of time for any independent study agreement shall be three school days.
- The maximum period of time for any independent study agreement shall be 20 school days.
- A student may only participate in an independent study agreement once per school year.

The Administrator shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (*Education Code 51747*)

All assigned work on an independent study agreement, must be completed and submitted to the school site the day the student returns to school.

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities

42283 Revenue limits

44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment

46300-46300.6 Methods of computing ADA

47612.5 Independent study in charter schools

48204 Residency based on parent employment

48206.3 Home or hospital instruction: students with temporary disabilities

48220 Classes of children exempted

48340 Improvement of pupil attendance

48915 Expulsion; particular circumstances

48916.1 Educational program requirements for expelled students

48917 Suspension of expulsion order

51225.3 Requirements for high school graduation

51745-51749.3 Independent study programs

56026 Individuals with exceptional needs

FAMILY CODE

6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent Study

COURT DECISION

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal. App. 4th 1365

Management Resources:

CDE PUBLICATION

Independent Study Operations, Manual, 2000 edition

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

See attached Independent Study Agreement

GB Approved 11 02 17

Bellevue-Santa Fe Charter School
INDEPENDENT STUDY AGREEMENT FOR EXTENDED ABSENCES
Information for Students, Parents/Guardians, and Staff

Independent Study is an optional educational alternative in which no pupil may be required to participate.

A student may only participate in an Independent Study Agreement once per school year.

We are unable to claim attendance for a student's unexcused absence, which extends between three and twenty days, unless there is a written agreement between the school and the family.

With a written agreement between the school and the family, the school can claim attendance for these extended absences as long as these procedures are followed:

1. **At least 4 school days prior to the absence**, parent(s)/guardian(s) contact the Office to request an Independent Study Agreement. Parent(s)/Guardian(s) and student complete and sign the Independent Study Agreement and submit it to the school office staff, who then gives a copy to the student's teacher.
2. **Within 1 day of the absence**, the classroom teacher provides class work assignments to the student on the attached Assignment Sheet, indicating what the student is expected to do while s/he is away from school in order to receive credit.
3. **The day the student returns to school**, the assigned school work must be turned in to the teacher with the Assignment Sheet.
4. **After the student returns to class**, the classroom teacher evaluates the work for credit, completes the Assignment Sheet, and submits to school office staff.
5. The office staff, with administrative support, marks the number of days of credit on the Independent Study Agreement.
6. The school office staff creates an Independent Study file for each student that contains the Independent Study Agreement, Assignment Sheet, samples of student work, and a copy of the student's attendance report from PowerSchool. A copy of the Independent Study Policy should be filed at the front of the Independent Study file drawer.
7. School office staff submits copies of completed Independent Study Agreements to SLCUSD Fiscal Services Department, with each month's attendance reports.