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Revision Date: \_\_\_\_\_



## **CITIZENS OF THE WORLD CHARTER SCHOOLS LOS ANGELES INDEPENDENT STUDY POLICY**

Citizens of the World Charter Schools Los Angeles ("CWC LA") may offer independent study to meet the educational needs of pupils enrolled in CWC LA schools. Independent study is a voluntary optional alternative education designed to teach the knowledge and skills of the core curriculum. CWC LA shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the CWC LA Board for implementation at each CWC LA school:

1. Independent study is available for students who miss more than three (3) consecutive school days due to health-related concerns, parent travel due to work, or other unforeseen circumstances (i.e., family, health emergency, etc.). However, independent study is not available to students who miss school due to vacation.
2. In determining a request for independent study, the Principal or other designated administrator shall consider factors, including, but not limited to, the student's grades, attendance, classroom participation, behavioral record, and other similar educational factors as necessary. The Principal or other designated administrator shall have the sole and final authority to approve or deny a request for independent study in accordance with this Policy. Any independent study requests due to parents' work-related trips for more than twenty (20) school days will not be approved. Independent study requests for more than twenty (20) school days should only be used under extraordinary circumstances, including but not limited to an extended student illness, student injury, etc.
3. For pupils in all grade levels offered by CWC LA, the maximum length of time that may elapse between the date an independent study assignment is made and the date by which each student must complete the assigned work, shall be no more than twenty (20) school days. Certificated employees supervising the independent study of a student shall establish appropriate individualized timelines for completion of assigned work, not to exceed the 20-day maximum, and record these on each of the student's written agreements (please see Master Agreement).
4. After a student fails to complete three (3) assignments during any period of twenty (20) school days, the Principal or other designated school administrator shall complete an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this subdivision and Policy shall be maintained

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in the pupil's mandatory permanent record. This record shall be maintained for a period of at least three (3) years from the date of the evaluation and if the pupil transfers to another California public school, the student's record shall be forwarded to that school.

5. A current written agreement for each independent study pupil shall be maintained on file for each participating student, and may include, but is not limited to, the following:
  - a. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
  - b. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
  - c. The specific resources, including materials and personnel, that will be made available to the pupil.
  - d. A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to 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 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 (1) school year.
  - 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. 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.
  - h. 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 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

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this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.

6. Each independent study written agreement shall comply with Education Code Sections 51745 through 51749.3 and the provisions of the Charter School's Act and the State Board of Education regulations adopted thereunder.
7. Written agreements may include subsidiary agreements, such as course contracts and assignment and work records.

CWC LA shall not provide any funds or other things of value to the pupil or his or her parent or guardian that a school district could not legally provide to a similarly situated pupil of the school district, or to his or her parent or guardian.

CWC LA may only submit for funding for students engaged in independent study who are residents of San Bernardino, Kern, Los Angeles, Orange and Ventura counties.

CWC LA must comply with Education Code Section 51745.6 and California Code of Regulations Section 11704 regarding teacher to ADA limits.

Students at CWC LA engaged in independent study will have the right to access all existing services and resources as all other students enrolled in their CWC LA school and engaged in traditional seat time classroom study.

CWC LA shall maintain records identifying each student and his or her grade level who is participating in independent study.

CWC LA shall record attendance generated through independent study in a register separate from the register used to record regular classroom attendance.

No attendance shall be claimed for students placed in full time independent study under the provisions of Education Code Section 48204 referring to, among other situations, students in foster homes, emancipated students, those in state hospitals and treatment centers.

No student who qualifies for special education services under the Individuals with Disabilities in Education Act ("IDEA") shall participate in independent study unless it is specifically authorized under his or her IEP.

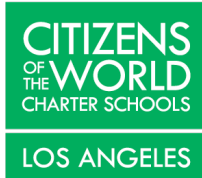
CWC LA shall maintain a file of all independent study written agreements with representative samples of completed and evaluated student assignments with notations on the work samples that indicate the supervising teacher's determination of the time value of the student's work. All work samples will include the signature or initials of the supervising teacher with dated notations indicating that he/she has evaluated the work of the student or has reviewed the evaluations made by another certificated teacher.

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CWC LA shall maintain a list showing the credits attempted by and awarded to each student along with a record of the grade and other evaluations of independent study assignments issued to each student participating in independent study according to each student's Master Agreement.

A copy of these policies shall be maintained on file and amended and approved as necessary by the Board of Directors. A California credentialed teacher or teachers will be assigned to each student to coordinate and evaluate the student's independent study program.



**CITIZENS OF THE WORLD CHARTER SCHOOLS LOS ANGELES  
MASTER AGREEMENT FOR INDEPENDENT STUDY**

**Student Name:**  
**Student Number:**  
**Address:**  
**City/Location:**  
**Phone Number:**  
**DOB:**  
**School:**

**Agreement Duration:**  
**Beginning Date:**  
**End Date:**  
**Year:**  
**Grade Level:**  
**2<sup>nd</sup> Phone Number:**

**Student must submit his/her work and report his/her progress to their Supervising Teacher as follows:**

**Manner of Reporting:**  One-on-one  Small Group  E-mail  Fax.

**Time:** \_\_\_\_\_.

**Frequency:** \_\_\_\_\_.

**Place of Meeting:** \_\_\_\_\_.

**Method of Study:** Specific methods of study will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of methods of study for the student will include but are not limited to:  Independent Reading  Textbook Activities  Problem Solving  Study Projects  Drill & Practice  Experiential Learning  Computerized Curriculum  Web/Internet Research  Library Research  Field Trips  Learning Center Courses  Other \_\_\_\_\_.

**Method of Evaluation:** Academic evaluations will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of acceptable methods of evaluation include but are not limited to:  Teacher-made Tests  Student Conferences  Progress/Report Cards  Chapter/Unit Tests  Work Samples  Observations  Portfolios  State Standards Testing  CA High School Exit Exams  Learning Journals  Presentations  Quizzes  Labs  Finals  Other \_\_\_\_\_.

**Resources:** Each Citizens of the World Charter Schools Los Angeles (“CWC LA”) 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 made available to all students. Assignments and specific resources will be designated on the Assignment and Attendance Record incorporated herein.

**Board Policies:**

(a) For pupils in all grade levels offered by CWC LA, 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 twenty (20) school days.

(b) A pupil may miss three (3) assignments during any period of twenty (20) school days before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study. Therefore, when any pupil fails to complete three (3) assignments during any period of twenty (20) school days, the school Principal or his or her administrative designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. A written 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 at least three (3) 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.

**Objectives:** The student will complete the courses listed below. All course objectives will be consistent with the established CWC LA Board Policy and are consistent with CWC LA standards, as outlined in CWC LA's subject/course descriptions. The Assignment Sheet and Attendance Record will include additional descriptions of the major objectives and activities of the courses of study covered by this Agreement including the evaluation of student work and is incorporated herein. The term "Course Value" ("CV") refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

**Course Credits or Other Measures of Academic Achievement to be Earned Upon Completion**

Category	Subject	CV	Modified

**Voluntary Statement:** It is understood 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, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

**Signatures and Dates:**

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

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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



**CITIZENS OF THE WORLD CHARTER SCHOOLS LOS ANGELES  
ASSIGNMENT SHEET AND ATTENDANCE RECORD**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

<b>STUDENT ASSIGNMENTS</b>	
<i>Teachers, please include a brief summary of the <u>assignment</u>, the <u>resources</u> to be used to complete the assignment, and the method of evaluation of the assignment. (Attach additional sheet as necessary)</i>	
Language Arts	
Social Studies	
Mathematics	
Science	
Spanish	
Physical Education	
Other	

The school recognizes that families may not evenly distribute student’s work assignments over weekdays. However, due to strict State law requirements for charter school attendance, the school expects each student to be engaged in an educational activity required of them in the assignments on each weekday that the school is in session, and asks that this “daily engagement” be documented on a daily basis on this sheet by the parent/guardian. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period. The school asks that a parent/guardian refrain from documenting any “daily engagement” on a day where a student did not engage in any educational activity required of them by the assignments. By law, 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.

<b>Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session</b>					
<b>Week One</b>					
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Ed					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session					
Week Two					
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Ed					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session					
Week Three					
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daily Engagement in Educational Activities Assigned by the School on Days the School is in Session					
Week Four					
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Supervising Teacher Completion:**

- a. Days of Daily Engagement on Educational Activities Required by the School on Days the School is in Session: \_\_\_\_\_
- b. Time Value of Student Work Product (measured in days): \_\_\_\_\_

Attendance Approved by Teacher: \_\_\_\_\_ [insert lesser of a & b]

Signature of Supervising Teacher \_\_\_\_\_ Date: \_\_\_\_\_