

# **GOLDEN VALLEY CHARTER SCHOOLS ORANGEVALE, CALIFORNIA**

## **INDEPENDENT STUDY POLICY**

*(Revised by the Board of Trustees 2017.08.23)*

### **Purpose**

The primary purpose for independent study is to offer a means of individualizing the educational plan for students whose needs may be met best through study outside the regular classroom setting.

No student shall be required to participate in independent study.

The school shall provide appropriate existing services and resources to enable students to complete their independent study successfully and shall ensure that the independent study student has the same access to all existing services and resources in the school as is available to all other students in the school.

The parent(s)/guardian(s) should recognize that they have a commitment to see that their child's independent study contract is completed.

### **Written Agreements and Contracts**

The principal shall ensure that the school executes a written independent study agreement with each participating student and his/her parent(s)/guardian(s).

The maximum length of time that may elapse between the time the contract ends and the date by which the student must turn in the assigned work to the attendance clerk shall be one week.

The principal shall establish regulations to implement this policy in accordance with law.

### **Approval of proposed independent study agreements shall be based on the following criteria:**

- The attendance clerk is given a request for an independent study contract from the parent/guardian of the student two weeks prior to the beginning of the contract
- All contracts ~~for more than ten consecutive days~~ require the approval of the principal.
- Students completing the conditions set forth in the contract will receive academic and attendance credit for the absence.
- Appeals of declined independent study contracts may be made to the principal by submitting a written letter, at least one week prior to the need for the contract.

### **Reasons to Approve Independent Study Contracts**

- Student illness or injury wherein the student is unable to attend school, but is able to complete school work at home (requires a physician note)
- Death in the family (as circumstances warrant)
- Court appearance
- Observance of religious customs
- An appeal of a previously denied contract has been subsequently granted by the principal

### **Reasons to Deny Independent Study contracts**

- The class teacher states that student is behind in daily school or homework.
- The student has not complied with a prior attendance contract
- The student had been suspended or has a current attendance or behavior contract
- The conditions set forth in the prior independent study contract are less than 75% complete

### **Steps to Initiate and Complete Independent Study Contract**

- Two weeks prior to the first day missed, the parent completes an Independent Study Contract Request form and submits it to the attendance office.
- The request is to be approved by the attendance office, the teacher, and the principal (if required)
- If approved or denied, the teacher notifies the parent(s)/guardian(s) and schedules the initial meeting time with the parent(s)/guardian(s).
- The parent(s)/guardian(s) meets with the teacher to receive the student work assignments covering the period of absence and a scheduled date for the return meeting (meeting will be held within one week of the students return to school). The parent, student and teacher sign the contract.
- The contract indicates the dates the student will be on Independent Study, the day the student will return and the work that will be completed.
- All assignments are submitted to the teacher on the scheduled return date meeting time
- Exception: the assignments are submitted on a bi-weekly basis for four-week contracts.
- If all assignments are completed and are satisfactory, the teacher will grant attendance and academic credit.
- Assignments that are partially completed, not satisfactory and/or not submitted by the return time scheduled will result in unexcused absences (no ADA credit for the student during the contracted time).
- The contract forms need to be completed and submitted by the teacher to the attendance clerk within five (5) days of the ending date on the contract.