



POLICY REGARDING INDEPENDENT STUDY

Independent Study is an option for any student who will be absent for a period of a minimum of three to a maximum of ten consecutive school days. Independent Study requires approval from the Principal in writing. A student may participate in a maximum of two Independent Study programs per academic year. In an extenuating circumstance (ie. serious illness or injury) the Principal may approve additional Independent Study days following conference with the parents and teacher.

Independent Study is conducted solely for the educational benefit of the students attending Westlake Charter School (“WCS”) as a means to encourage daily engagement in school work even during times of extended absence. No student is required to request or participate in an Independent Study program during an extended absence. Parents are to give **at least five (5) school days notice** of a request for Independent Study. In an extenuating circumstance (i.e. a serious illness, injury or family emergency), with Principal approval, the teacher will work with the parent to implement an Independent Study program in an expedited manner with less than five (5) school days notice. Independent Study will not be offered during the last month of the school term.

Any child leaving the United States for a short vacation to any area of a country considered by the Center of Disease Control and Prevention (CDC) to have increased risk of TB exposure **MUST** call the County Tuberculosis Clinic, for a TB Screening upon return.

The Board has adopted the following statements in accordance with Education Code Section 51747:

- (a) The Independent Study program shall allow a maximum of ten (“10”) school days for all grades from the time an assignment is made until the assignment must be completed and returned to the teacher through a face to face meeting, facsimile, mail, or other credible method of meeting and review.
- (b) An evaluation will be made by a committee made up of the student’s teacher and the Principal as to whether it is in the student’s best interest to participate in the Independent Study program at WCS during an extended absence whenever the

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student is missing three (3) or more Independent Study assignments. A written record of the findings of this evaluation shall be placed in the student's permanent record and shall be maintained for a period of three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

(c) A written Independent Study master agreement for each student shall be maintained on file. Each agreement shall be signed and dated and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. The agreement shall contain all the items required by Section 51747 of the Education Code, as listed below, and shall be renewed each semester:

- The manner, time, frequency and place for submitting a student's assignments and for reporting his or her progress.
- The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
- The specific resources, including materials that will be made available to the student.
- A statement of the policies adopted herein regarding the maximum length of time allotted between the assignment and the completion of a student's assigned work, and the number of missed assignments prior to an evaluation of whether or not the student should be allowed to continue in Independent Study.
- The duration of the Independent Study agreement, including the beginning and ending dates for the student's participation in Independent Study under the agreement. No Independent Study agreement shall be valid for any period longer than a semester.
- A statement on the number of course credits to be earned by the student upon completion.
- The inclusion of a statement that Independent Study is an optional educational alternative in which no student may be required to participate.
- Each written agreement shall be signed, prior to the commencement of Independent Study, by the student, the student's parent, legal guardian, or caregiver, if the student 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 other persons who have direct responsibility for providing instructional assistance to the student.

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(d) Attendance Accounting:

WCS 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 Charter School expects each student to be engaged in an educational activity required of them in the assignment on each weekday that WCS is in session, and asks that this "daily engagement" be documented on a daily basis in the student log 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.

WCS 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 assignment. 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.

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