

CREEKSIDE CHARTER MANAGEMENT

Administrative Rules and Regulations for Independent Study

The Creekside Charter Management Governing Board has adopted the following administrative rules and regulations to guide its independent study program:

1. Administration of Independent Study: The Director, or designee, assigned to administer independent study shall:
 - 1.1. Ensure its quality and legal compliance with Federal and State law and District/COE policies and regulations.
 - 1.2. Approve the participation of students in independent study.
 - 1.3. Establish, review and monitor all Independent Study procedures and practices, forms records and reports to ensure all meet Federal and State law and District/COE and CCM Rules and Regulations.
 - 1.4. Develop, review and manage a balanced budget for Independent Study
 - 1.5. Select, supervise and evaluate Independent Study staff.
 - 1.6. Develop and participate in staff development with all Independent Study staff.
 - 1.7. Approve all academic credits and attendance earned through Independent Study.
 - 1.8. Perform all duties as assigned.
2. Independent Study Teacher: Creekside Charter Management recognizes that one of the most important factors in the success of any student in independent study is the appropriate selection of teachers. An independent study teacher may:
 - 2.1. Have the human relation skills to effectively deal with a wide variety of students and students' needs, as well as the parent/guardian/caregiver and other staff members.
 - 2.2. Incorporate a variety of strategies to ensure student achievement
 - 2.3. Assign, coordinate, evaluate, and oversee the student's completion of courses that meet grade level and district and state content standards.
 - 2.4. Complete and accurate maintain required documents for the audit trail. Have the ability to act as teacher, counselor, coach, mentor, student advocate.
 - 2.5. Keep the student and parents/guardians/caregivers informed of the student's progress or lack of progress.
 - 2.6. Participate in curriculum development, materials selection, staff development and professional growth activities.

In addition, independent study teachers of core academic courses must have:

- 2.7. A valid teaching credential issued by the State Board of Education or the Commission for Teacher Preparation.
 - 2.8. Student teaching.
 - 2.9. A special fitness to perform.
 - 2.10. Consented to teach Independent Study.
 - 2.11. Certified as NCLB compliant (Highly Qualified)
3. Master Teachers: Each independent study student shall have only one Master Teacher whose duties are to:
- 3.1. Continually oversee the student's educational plan, allocate resources and evaluate student progress
 - 3.2. Generally, supervise, coordinate and evaluate the work of each student
 - 3.3. Personally determine or review a determination made by another certificated teacher of the time value of the student's completed work
 - 3.4. Complete, verify and sign attendance documents.
 - 3.5. Complete, verify and submit all student records for audit trail
 - 3.6. Use computer software and hardware adeptly in order to comply with the above duties.
4. Independent Study Students: Creekside Charter Management is not obligated to permit a student to participate in independent study that is not an appropriate alternative for the student. Independent study must be an educational option in which no student is required to participate. Justification for these statements is found in Title 5 Code of Regulations 11700(d). A student who may be enrolled in Independent Study includes but is not limited to a student who:
- 4.1. Exhibits the ability and willingness to work independent of a school site with limited supervision from a certificated teacher of the school and is able to complete the work necessary to advance to the next grade or to graduate on time with his/her peers.
 - 4.2. If he/she is a special education student as defined in Education Code Section 56026, has an Individualized Education Plan (IEP) which specifies that independent study is an appropriate instructional modality.
 - 4.3. Is a resident of the local or adjacent county unless an adult education student.
 - 4.4. Is not in the district based solely on the parent/guardian/caregiver's employment within the district boundaries.
 - 4.5. Is not enrolled in home/hospital instruction.
 - 4.6. May participate in a full program of courses which are equivalent to that which he/she would have been assigned in a classroom.

- 4.7. May complete an extra, unique, and/or remedial district approved course outside the regular school day.
5. Admittance: Admittance to CCM Schools (Creekside Cooperative Charter School and Squaw Valley Preparatory) shall be accomplished through a standardized school Request for Admission. The student must:
 - 5.1. Meet with the Director or designee to determine if independent study is the best educational alternative for him/her;
 - 5.2. Complete the independent study application process;
 - 5.3. Meet with the Master Teacher at the appointed time to begin independent study; and
 - 5.4. Meet with the Master Teacher a minimum of every 20 school days for purposes of completing learning records.
6. Student Exit from Independent Study: An Independent Study student and/or his/her parent/guardian/caregiver may request a transfer from the independent study program into a classroom at any time. At that time, the student, parent/guardian/caregiver and Director will meet to discuss the most appropriate placement for the student.
 The Master Teacher, Director or other personnel may request a student's transfer from independent study because the student is not:
 - 6.1. Meeting the obligations of the Master Agreement; and/or
 - 6.2. Following district/school rules.
 If a student fails to meet the obligations of the Master Agreement, the following may occur:
 - 6.3. A letter may be sent to the student and parent/guardian/caregiver reminding all concerned of the student's obligations to complete all independent study assignments on time and to meet at the designated time with his/her Master Teacher.
 - 6.4. A face-to-face or telephone conference may be held to discuss whether it is in the best interest of the student to continue in independent study
 - 6.5. A written record of the outcome of this evaluation will be considered a mandatory interim student record and shall be maintained for three years, excluding the current fiscal year
 - 6.5.1. All persons who participated in the evaluation meeting will be noted as well as the date of the meeting.
 - 6.5.2. If the student transfers to another California public school, the record of the evaluation meeting shall be forwarded to that school.
7. Student Rights and Responsibilities: The CCM Board ensures that:
 - 7.1. Independent study is substantially equivalent in quality and in quantity to classroom instruction;

- 7.2. Independent study students have the same access to existing services and resources as are available to all other students in the district in which the independent study students are enrolled; and
- 7.3. Students who engage in independent study have equal rights and privileges as classroom-based students in the district.

Once enrolled in Independent Study, the student agrees to:

- 7.4. Read and abide by the conditions of enrollment as outlined in the Master Agreement;
 - 7.5. Complete the intake process and all required independent study enrollment forms;
 - 7.6. Sign the Master Agreement and any subsidiary agreements;
 - 7.7. Complete and submit work assignment by the due date;
 - 7.8. Deal with incomplete or unsatisfactory work assignments as the Master Teacher requires;
 - 7.9. Recognize that there are no excused absences in independent study, contact the Master Teacher when unable to meet the regularly scheduled appointment, and make arrangements to turn in completed work;
 - 7.10. Contact his/her Master Teacher when assistance is needed; and
 - 7.11. Request to be transferred to a site-based classroom placement whenever it seems independent study is not the appropriate personal educational option.
8. Parent(s)/Guardian(s)/Caregiver(s) Rights and Responsibilities: The parent/guardian/caregiver agrees to:
- 8.1. Read and abide by the conditions for enrollment outlined in the Student/Parent Handbook;
 - 8.2. Support and provide guidance to his/her independent study student
 - 8.3. Voluntarily sign the Master Agreement;
 - 8.4. Ensure that the student will complete and submit completed work assignments by the date due and keep all Master Teacher appointments;
 - 8.5. Notify the school in advance when the student cannot meet the learning conference;
 - 8.6. Ensure that the student participates in District/COE and State mandated testing;
 - 8.7. Furnish transportation to school when needed;
 - 8.8. Attend all learning conferences; and
 - 8.9. Request to be transferred to a site-based classroom placement for the student at any time when it appears independent study is not the appropriate educational strategy.

9. Instruction: Independent study instruction shall be defined as the delivery of State Content Standards-aligned curriculum. Sectarian materials are not to be used per California Constitution Article IX, Section VIII. Creekside Charter Management guarantees that there is a sufficient supply of approved texts, instructional materials and aids available for independent study students and teachers.
 - 9.1. Special education students shall have an IEP that allows independent study.
 - 9.2. A certificated teacher of the school shall be designated as the Master Teacher for each independent study student and shall generally supervise, coordinate and evaluate the work of that student.
 - 9.3. Instruction in any NCLB core academic subject shall be delivered by an NCLB (Highly Qualified) teacher.
 - 9.4. The independent study teacher(s) shall assign work which is substantially equivalent in quality and quantity to that of classroom instruction using curriculum that meets State content standards.
 - 9.5. The Master Teacher shall be responsible for claiming apportionment based on his/her professional assessment of the time value of completed student work.
 - 9.6. The Independent Study Average Daily Attendance (ADA)-to-Teacher ratio shall not exceed the equivalent ratio for other instructional programs offered in the student's district of residence.
 - 9.7. No funds or other things of value shall be provided to independent study students that are not provided to other students in the district.
 - 9.8. No charter school independent study students or their parents/guardians/caregivers are provided with funds or other things of value that a school district could not legally provide to students who attend regular classes.
 - 9.9. Class size reduction funding shall not be available to any independent study student.
10. Master Agreement: A Master Agreement shall be completed for each participating student and must be maintained on file for three consecutive years, excluding the current fiscal year. By Education Code, the agreement must:
 - 10.1. Ensure assignments for each student are equivalent to a full school day's worth of work.
 - 10.2. Contain the following information, but not be limited to this information:
 - 10.2.1. General student data
 - 10.2.1.1. Student name and ID#
 - 10.2.1.2. Student address, home telephone number, parent telephone number
 - 10.2.1.3. Grade level

- 10.2.1.4. School name
- 10.2.1.5. Birth Date
- 10.2.2. Subject(s) and course value to be attempted during the duration of the agreement
- 10.2.3. Objectives for courses and assignments
- 10.2.4. Methods of study
- 10.2.5. Resources to be used
- 10.2.6. Method of evaluation
- 10.2.7. Manner of reporting
- 10.2.8. Date/Time of meeting
- 10.2.9. Location/Place of meeting
- 10.2.10. Frequency of meetings between Master Teacher and Student
- 10.2.11. Duration of the Agreement, not to exceed one semester
- 10.2.12. Beginning and ending dates of agreement based upon student enrollment date and ending date of semester as indicated on school calendar
- 10.2.13. Dated signatures of:
 - Student
 - Parent/Guardian/Caregiver (caregiver affidavit must be on file)
 - Master Teacher
 - Other Assisting Person(s) who have direct responsibility for providing assistance with student's assignments
- 10.2.14. A statement that specifies students having 10% percent of assignments missed in a single learning period will lead to a written evaluation of whether independent study is the appropriate placement for a student.
- 10.2.15. A statement that specifies that a maximum of twenty (20) days may elapse between the date the assignment was made and the date the assignment is due.
- 10.2.16. A statement that if circumstances justify a longer period, the Director or designee may authorize an extension.
- 10.2.17. A statement that independent study is to be an option substantially equivalent in quality and quantity to classroom-based instruction.
- 10.2.18. A statement that students who choose independent study have the same rights and privileges and the same access to

services and resources as classroom-based students in the district of enrollment.

11. Student Assignments and/or Learning Records: Student assignment(s) and learning record(s) may include the:

- Name of the course/subject for which assignments are made
- Objectives of each assignment
- Methods of study for each assignment
- Specific resources
- Methods of evaluation for each assignment
- Date the assignment is made and the date the assignment is due
- Apportionment credit
- Signature and date by the Master Teacher

12. Portfolio Work Samples: A portfolio of work samples shall be maintained for each participating student and must be maintained on file for three consecutive years, excluding the current fiscal year. Each portfolio shall contain no less than one work sample per subject/course for each semester that a student is enrolled. Title 5 Regulation 11703(b)(3) requires that work samples include the following:

- Master Teacher signature or initials
- Date the assessment was made to determine apportionment credit

Title 5 Regulation 11703(b)(3) does not require the following, but there should be evidence on the work sample of:

- Subject name
- Student's full name
- Date student completed the assignment
- Academic evaluation

13. Attendance: An independent study student must be assigned a full day's worth of work equivalent to that which he/she would have been assigned if he/she had been in a classroom setting. A student should be assigned more than the minimum number of minutes/hours of work in order to meet academic requirements and progress/graduate on schedule. The minutes/hours listed below reflect the minimum amount of completed coursework necessary to generate full apportionment credit:

- Kindergarten: 36,000 minutes/year (3 hrs 20 min / day)
- 1-3 Grades: 50,400 minutes/year (4 hrs 40 min / day)
- 4-8 Grades: 54,000 minutes/year (5 hrs / day)

Independent study apportionment credit (ADA) is based on the amount of work the student completed during each assignment period. The amount of ADA to

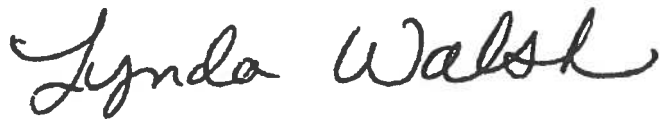
be collected is based upon the Master Teacher's judgment of the time value of each work assignment.

According to Title 5 Regulation 11703(b)(4), independent study must

- 13.1. Be recorded on a separate state approved attendance register.
 - 13.2. Match the Master Teacher's ADA records with the attendance reported.
 - 13.3. Be recorded in whole-days.
 - 13.4. Ensure that no student work will be accepted after the due date for apportionment. If late, student work will be accepted for academic credit only.
 - 13.5. Ensure that no ADA is claimed for student work prior to the date of the last required signature on the student's Master Agreement.
 - 13.6. Ensure that Master Teachers never "bank" excessive days/hours of work to be used in a period in which the student generates little or no work.
 - 13.7. Include the signature of the Master Teacher.
14. Independent Study Audit Records: All of the records listed below, except for item #3, Student Transcripts, must be kept for three years, excluding the current fiscal year:
- 14.1. A copy of the Board Policy and Administrative Rules and Regulations pertaining to Independent Study.
 - 14.2. A file for each Independent Study student containing:
 - A completed, signed and dated Master Agreement for each semester in which the student was enrolled.
 - Student Learning Record and Attendance Reports.
 - Representative samples of original completed student work that has been evaluated by the certificated Master Teacher.
 - Teacher records of apportionment/attendance, credits, grades, and other evaluations of independent study assignments and student achievement.
 - A written record of the findings of an evaluation(s) of whether independent study is an appropriate placement for non-producing/non-attending students
 - Other documents particular to the school/program
 - 14.3. A permanent record of the student's transcript which shows the student's school of record and credits attempted and earned by semester.
 - 14.4. A list of all students, by grade level enrolled in the independent study program.
 - 14.5. Attendance records for all students enrolled, dropped, transferred or graduated which are separate from classroom attendance records.

- 14.6. A letter of approval by the California Department of Education Fiscal Services Division for use of any attendance accounting system other than the State approved Register.
- 14.7. A list of Master Teachers that includes the teaching assignments to calculate independent study teacher-ADA ratio and to demonstrate NCLA compliance.

Approved 15 April 2013.

A handwritten signature in cursive script that reads "Lynda Walsh".

Lynda Walsh CCM Chairperson

