



Ross Valley Charter Independent Study Board Policy

While Ross Valley Charter (RVC) is primarily dedicated to offering a classroom based program, circumstances may arise for the option of short-term independent study. Because of these special circumstances, the RVC Board authorizes Independent Study as an optional instructional strategy for students enrolled in our school.

Independent Study provides a means for students in certain circumstances to pursue curriculum objectives outside the regular classroom. The length of an independent study program shall be a minimum of 3 days and not more than 45 school days, except as otherwise approved by the School Director. A request for independent study must be received at least five (5) school days before the commencement of the absence, except as otherwise approved by the School Director. Independent study is conducted solely for the educational benefit for the students attending RVC as a means to encourage daily engagement in school work even during times of extended absence.

The Governing Board of the Ross Valley Charter shall ensure that the school has implemented all of the following independent study policies:

1. The maximum length of time that may elapse between the date an independent study assignment is made and the date by which a student must complete the assigned work will be 20 school days. Credentialed teachers may occasionally use their discretion to increase the elapsed time for assignment due dates on a case by case basis.
2. After three missed assignments (an assignment is considered 'missed' when it is not submitted by the declared due date) an evaluation shall be conducted 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 made pursuant to this subdivision shall be maintained in the pupil's permanent record. The record shall be maintained for a period of three (3) years from the date of the evaluation and if the student transfers to another California public school, the record shall be forwarded to that school.
3. A current written agreement for each independent study pupil shall be maintained on file for each participating student. Each agreement shall be signed and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. The independent study agreement for a student will require and cover a study plan that represents the same amount of study that would be required of a student in the classroom and be consistent with the Ross Valley Charter curriculum and course of study of students participating in the regular classroom setting.

4. Each independent study written agreement shall contain all of the following:

- ◆ The manner, time, frequency, and place for submitting a student's assignments and for reporting the student's 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 and personnel, that will be made available to the student.
- ◆ A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, and the number of missed assignments allowed 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 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 one school year.
- ◆ 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 student upon completion.
- ◆ The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no student may be required to participate. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code sections 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction.
- ◆ Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or care giver, 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 persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements Family Code section 6550.

5. The written agreement includes the Assignment and Time Value form.

6. The Ross Valley Charter may only

submit for funding for students engaged in independent study who are residents of Marin or a county immediately adjacent to Marin.

7. No student who qualifies for special education services under the Individuals with Disabilities Education Act (“IDEA”) shall participate in independent study unless it is specifically authorized under his or her IEP.
8. A copy of these policies shall be maintained on file and amended and approved as necessary by the RVC Governing Board.
9. A California credentialed teacher or teachers will be assigned to each student to coordinate and evaluate the student’s independent study program.