KIPP Public Schools Northern California

**Independent Study Policy**

The KIPP Public Schools Northern California Board of Directors (the “Board”) authorizes independent study as an optional alternative instructional strategy for the purpose of allowing students to achieve curriculum objectives and fulfill graduation requirements during periods of extended absence.

Independent study is available for all students currently enrolled at KIPP, Transitional Kindergarten through 12th grade. While independent study requires a commitment from both parent/guardian and student at all grade levels, as a student gets older, the student assumes a greater portion of the responsibility involved. For each independent study request, the KIPP School Leader or designee shall determine that the prospective independent study student is prepared to meet KIPP requirements for independent study. The KIPP School Leader or designee has the right to deny requests should it be determined that independent study is not in the best academic interest of the student.

The following is hereby adopted by the Board for implementation at KIPP:

* For students in all grade levels KIPP , independent study is applicable to absences extending a minimum of five (5) consecutive school days. No independent study agreement shall be valid for any period longer than one (1) academic year.
* The maximum length of time that may elapse between the time an assignment is made and the due date by which the student must complete the assignment shall be:
  + Ten (10) school days for students in grades TK-8
  + Fifteen (15) school days for students in grades 9-12
* When a student fails to complete three (3) independent study assignments during any period of ten (10) or fifteen (15) school days, as outlined above, or misses two (2) consecutive appointments with the supervising teacher without valid reasons, an evaluation will be conducted to determine whether it is in the best academic interest of the student to remain in independent study.
  + The findings of this evaluation shall be shared with the KIPP School Leader , student, and parent/guardian/caregiver. A written record of the findings of any evaluation conducted pursuant to this Policy shall be treated as a mandatory interim student record. The written evaluation shall be included in the student’s record for (3) school years from the date of the evaluation. If the pupil transfers to another school within California, the evaluation record shall be forwarded to that school.
* A current Master Agreement shall be maintained on file for each independent study student and include, but not be limited to, 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 used 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 the assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the student may continue in independent study.
  + The duration of the independent study agreement with beginning and end dates. No independent study agreement shall be valid for a period longer than one (1) academic year.
  + A statement of the number of course credit(s), or for elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
  + The inclusion of a statement in each Master Agreement that independent study is an optional educational alternative in which no pupil 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 Section 48915 (expulsion) or 48917 (suspended expulsion), the Agreement shall also include a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction.
  + Each Master Agreement shall be signed and dated, prior to the commencement of independent study, by the student, the student’s parent/guardian/caregiver, if student is less than 18 years of age, the KIPP School Leader or designee, the supervising teacher who has been designated as having responsibility for the general supervision of independent study, the operations manager, and anyone else who will 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.
* KIPP shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
* The KIPP School Leader shall establish regulations to implement these policies in accordance with the law.
* shall provide appropriate existing services and resources to enable students to complete their independent study successfully and shall ensure the same access to all existing services and resources in the school in which the students enrolled as is available to other enrolled students.

**Limitations**

* A student participating in independent study must fulfill course requirements that are consistent with those for students enrolled in the regular school program.
* The Master Agreement must require and cover a study plan that represents not less than the equivalent of a minimum school day appropriate for the student’s grade level for every school day during the participation period.
* KIPP functions as a “classroom-based instruction” as defined in Education Code section 47612.5 (e)(1) and will meet the following conditions:
  + KIPP’s pupils are engaged in educational activities required of those pupils, and the pupils are under the immediate supervision and control of an employee of KIPP’s .
  + At least 80 percent of the instructional time offered at KIPP’s is at the school site.
  + KIPP’s school site is a facility that is used principally for classroom instruction.
  + The charter school requires its pupils to be in attendance at the school site at least 80 percent of the minimum instructional time.
* Independent Study can only be offered to students 19 or 20 years old if they have been continuously enrolled since their 18th birthday.
* Each student’s master agreement shall be coordinated, evaluated, and carried out under the supervision of a certificated employee.
* Independent Study is only for pupils who are residents of the county in which apportionment claim is reported, or who are residents of a county immediately adjacent to the county in which the apportionment claim is reported.

**Maintenance of Student Files**

Student files, including master agreements, attendance records, and work samples must be retained for (3) school years beyond the current school year. The supervising teacher’s record of state funded attendance must be retained for (3) school years beyond the current school year. The chart below specifies all files necessary to retain and the amount of time, by law, they need to be retained for.

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| **File** | **Retention Length** |
| Master agreement | 3 Years |
| Course Contract(s) | 3 Years |
| Daily Assignment Log Sheet(s) | 3 Years |
| Student work samples | 3 Years |
| Attendance Credit Reports | 3 Years |
| Transcript | Permanent |
| School apportionment records | 3 Years |

Approved: 6/1/2016

Revised: [08/13]/2020