

SHORT TERM INDEPENDENT STUDY POLICY

This Board Policy applies to all KIPP Public Schools Northern California (collectively, the “Charter Schools”)¹. The following written policies have been adopted by the KIPP Public Schools Northern California Board of Directors (the “Board”) for implementation at the Charter Schools:

1. The Board authorizes short term 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 absence of at least one (1) school day, not to exceed fourteen (14) cumulative school days per school year.
 2. Short term independent study may be offered upon request, at the sole discretion of the School Leader (“SL”). The SL’s considerations may include, but are not limited to, the student’s current academic standing, the student’s grade level, the timing during the grading period, the purpose of the absence for which independent study is requested, previous participation in independent study, and input from teachers, MTSS team or IEP team as applicable. The SL shall not deny a request for independent study on the basis of race, ethnicity, age, gender, mental or physical disability or on the basis of any other protected characteristic, either actual or perceived.
 3. For students in all grade levels offered by the Charter Schools, independent study is applicable to absences extending a minimum of one (1) school day. A student may not participate in short-term independent study pursuant to this policy for more than fourteen (14) cumulative school days in a school year. Further absences will be addressed in accordance with the Charter School’s attendance policy and may be considered unexcused and/or lead to attendance response prevention measures, depending on the nature of the absence.
- For all Charter Schools, 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-12

¹ As of the date of adoption, the charter schools operated by KIPP Public Schools of Northern California include: KIPP Bridge Rising, KIPP Bridge Academy, KIPP Summit Academy, KIPP King Collegiate, KIPP Bayview Elementary, KIPP Bayview Academy, KIPP San Francisco Bay Academy, KIPP San Francisco College Preparatory, KIPP Heartwood Academy, KIPP Heritage Academy, KIPP Prize Preparatory, KIPP San Jose Collegiate, KIPP San Jose College Prep, KIPP Excelencia, KIPP Valiant Community Prep, KIPP Esperanza, KIPP Stockton Middle School

4. The School Leader or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. When any pupil fails to complete three (3) independent study assignments during any period of ten (10) school days for students in grades TK-12) or misses two (2) consecutive appointments with the supervising teacher without valid excuse.
 - b. In the event the Student's educational progress falls below satisfactory levels as determined by the Charter Schools' KIPP NorCal Multi-Tiered System of Support which considers ALL of the following indicators:
 - i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 - iii. Learning required concepts, as determined by the supervising teacher.
 - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

5. The Charter Schools shall provide content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as credible under the A-G admissions criteria.
6. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
 - a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
 - b. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
 - c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
 - d. A statement of the policies adopted pursuant to subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the

- number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
- e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No short term independent study agreement shall be valid for any period longer than fourteen (14) school days.
 - f. 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 pupil upon completion.
 - g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
 - h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
 - i. Each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil 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 pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.
7. The Charter School 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.
 8. The School Leader shall establish regulations to implement these policies in accordance with the law.
 9. Limitations:
 - a. A student participating in independent study must fulfill course requirements that are consistent with those for students enrolled in the regular school program.
 - b. The Charter Schools function as "classroom-based instruction" as defined in Education Code section 47612.5(e)(1) and will meet the following conditions:

- i. The Charter Schools' pupils are engaged in educational activities required of those pupils, and the pupils are under the immediate supervision and control of an employee of the Charter Schools.
 - ii. At least 80 percent of the instructional time offered at the Charter Schools is at the school site.
 - iii. Each of the Charter Schools' school sites are facilities that are used principally for classroom instruction.
 - iv. Each of the Charter Schools require pupils to be in attendance at the school site at least 80 percent of the minimum instructional time.
- c. Each student's master agreement shall be coordinated, evaluated, and carried out under the supervision of a certificated employee.