

## Independent Study Policies

A. These policies shall apply to all pupils participating in independent study at the Alder Grove Charter School.

B. Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of an assigned credentialed teacher.

C. For students in all programs of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be no more than 20 school days.

D. After two missed assignments an evaluation shall be conducted to determine whether it is in the best interest 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 and 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.

E. 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 Charter School's charter.

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

- The manner, time, frequency and place for submitting a pupil's assignments and for reporting his progress.
- The objectives and methods of study for the pupil's work and the methods used to evaluate them.
- The specific resources including materials and personnel that will be made available to the pupil.
- A statement of the policies adopted regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
- The duration of the independent study agreement, recognizing that no independent study agreement shall be valid for any period longer than one semester.

- A statement of the number of course credits to be earned by the high school pupil upon completion.
- 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.

G. A copy of these policies shall be maintained on file and amended and approved as necessary by the Governing Board.

Adopted: March 7, 2006

Amended: