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**INDEPENDENT STUDY POLICY**

The Pathways Academy Adult Education Board of Directors (the “Board” or the “School”) offers independent study to meet the educational needs of students enrolled in the School. Independent study is an alternative education program designed to teach the knowledge and skills of the core curriculum. The School shall provide appropriate existing services and resources to enable students to complete their independent study successfully.

The following written policies have been adopted by Pathways Academy Adult Education Board of Directors for implementation at the School:

1. For students in all grade levels offered by the School, 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 twenty (20) school days.
2. Regular attendance is critical to the success of all students. Attendance is defined as “*a student is engaged in educational activities required of them by the school, on days when school is actually taught. (5 C.C.R. 11960(a).)*”

Pathways Academy Adult Education utilizes an Independent Study model, which is a non-classroom-based instructional program. Attendance is calculated based on the work completed by the student and submitted by the due dates established in the Independent Study Master Agreement. The assigned teacher assesses the student’s work to determine whether the work completed constitutes a full day of attendance. When determining the time value of a student’s work, the teacher will consider each student individually and may adjust the assignments accordingly. Any student who does not complete the appropriate amount of work assigned by the teacher will be referred to a Student Success Team (SST).

3. The purpose of the Student Success Team is to form an action plan to help the student be successful in Independent Study. The SST process will include the assigned Teacher of Record, an administrator, parents or student advocate (for students under 18 years of age) and the student. Optional team members may include a school counselor, school translator or special education teacher.
4. A written record of the findings of any SST conducted pursuant to this policy shall be treated as a mandatory interim student record. This record shall be maintained for a period of three 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.
5. A current written agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:
  - a. The manner, time, frequency, and place for submitting a student's assignments and for reporting the student’s progress.

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- b. The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
- c. The specific resources, including materials and personnel, which will be made available to the student.
- d. 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.
- e. The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement.
  - i. No independent study agreement shall be valid for any period longer than two semesters, or one year for a school on a year-round calendar.
- 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 student upon completion.
- g. 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.
- h. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code Section 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.
- i. Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent/guardian 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.

The School shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter School's Act and the State Board of Education regulations adopted thereunder.

The Program Director shall establish regulations to implement these policies in accordance with the law.