

Assembly Bill 130

Independent Study

New Independent Study

For the 2021-22 school year

- Individualized study for a pupil whose health would be put at risk by in-person instruction, as determined by the parent or guardian of the pupil.

Notification Requirements

For the 2021–22 school year only, SMUHSD shall notify the parents and guardians of all enrolled pupils of their options to enroll their child in in-person instruction or independent study during the 2021–22 school year. This notice shall include written information on the SMUHSD’s website, including, but not limited to, the right to request a pupil-parent-counselor conference meeting before enrollment, pupil rights regarding procedures for enrolling, disenrolling, and re-enrolling in independent study, and the synchronous and asynchronous instructional time that a pupil will have access to as part of independent study.

Notification Requirements

Before signing a written agreement, the school counselor shall conduct a phone, videoconference, or in-person pupil-parent-counselor conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

Independent Study Written Agreement

SAN MATEO UNION HIGH SCHOOL DISTRICT
INDEPENDENT STUDY WRITTEN AGREEMENT
 In accordance with Board Policy 6158

DIRECTOR OF STUDENT SERVICES APPROVAL DATE:

High School Master Agreement (continued)

Student Name:	Student #:	Date of Birth:	Grade:
Parent Name:	E-Mail	Student email:	
Address:	Student cell:	2nd Phone:	
Counselor:	Resident School:	Duration (dates-one semester at a time):	
Special Education: IEP approval date:	504 Plan:		

Objective: The student will complete the courses listed below during the semester as they are outlined in the School District course descriptions. All course objectives will be consistent with the established district guidelines. Assignment and Work-Record Forms will include additional descriptions of the major objectives and activities of the course of study covered by the agreement and the methods for evaluating student work. It is understood that:

- The purpose of this agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the San Mateo Union High School District course of study.
- According to district policy for independent study in grades nine through twelve, no more than two weeks may elapse between the date an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with district policy.
- The San Mateo Union High School District will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
- The student agrees to meet with or report to the teacher regularly for a minimum of one hour per week or as assigned.

Course	Semester	Full/Partial Course	% of course complete	Current Grade

High School Master Agreement

Student: I understand that:

- Independent study is an optional educational alternative that I have voluntarily selected. If I am a student who was suspended or expelled, I was offered the alternatives of classroom instruction and Independent Study, and I chose Independent Study;
 - By entering Independent Study I have not waived any rights as a student, and I am entitled to all San Mateo Union High School District services and resources;
 - If I am a student with an individualized education program (IEP), my IEP must specifically provide for my enrollment in Independent Study;
 - I must follow all the discipline code and behavior guidelines of the San Mateo Union High School District. Any violation of these guidelines or failure to meet school/district requirements could result in dismissal from Independent Study and possible additional district-level consequences;
 - Visitation on any other school campus requires permission from that school;
 - If I achieve only minimum study requirements, I will complete the equivalent of only one semester course a month, or a minimum of 25 credits a semester. A regular high school program is 30 credits a semester;
 - Additional requirements may be necessary to be eligible for athletic and extracurricular activities.
- I will:*
- Be supervised by the Independent Study Coordinator and/or other approved district personnel;

- Meet regularly with the assigned staff member. I understand that failure to complete weekly expectations will result in an evaluation to determine if I should remain in Independent Study, and may also result in one or more of the following:
 1. A letter of warning to me and my parent, guardian, or caregiver, concerning lack of progress in Independent Study;
 2. A scheduled appointment to address achievement which may include the teacher, counselor, and/or Director of Student Services or designee;
 3. Placement on academic probation relative to Independent Study;
 4. Increase in the frequency of meeting times or in an equivalent supervised situation;
 5. Revocation of any work permit issued until school work is satisfactorily completed;
 6. Termination of the agreement and placement within a comprehensive school or other appropriate alternative;
- Meet weekly with the Outside Work Experience (OWE) coordinator if I am enrolled in work experience.
- Transportation to scheduled meetings is the responsibility of the student and family. I understand that lack of transportation to the school site is not an acceptable reason for failing to meet with my teacher and/or supervisor to submit my completed assignments;
- Complete assigned work and achieve at least the minimum performance requirements of the course of study. I understand that credit, which is based on mastery of learning, can only be issued after I have successfully completed an activity and it has been evaluated. I realize that it usually takes a student a minimum of 12 hours of work is needed to earn each unit of credit.

Parent/Guardian/Caregiver:

I understand that the major objective of Independent Study is to provide a voluntary educational alternative for my student.

I agree to the above conditions listed under "Student." I also understand that:

- Individual course objectives are consistent with and evaluated in the same manner that they would be if he or she were enrolled in a traditional school program;
- I am liable for the cost of replacement or repair for willfully damaged or destroyed books, technology, and other school property checked out to my student;
- Unless otherwise indicated, a teacher or supervisor will meet with my son or daughter on a regular basis to direct and measure progress. The time and location of meetings with the teacher or supervisor will be determined by the teacher or the supervisor in consultation with my student;
- I am expected to encourage him or her to do more than the minimum study requirements and be involved in an Outside Work Experience (OWE), community college, community volunteer work, or a directed project;
- I have the right to appeal any decision about my student's placement, school program, or transfer according to the school district's procedures;
- I have the right to contact the Director of Student Services or the Independent Studies Coordinator regarding questions, concerns, or issues.

Signatures and Dates: We have read this agreement and hereby agree to all the conditions set forth within.

Student _____ Signature _____ Date: _____

Parent/Guardian/Caregiver _____ Signature _____ Date: _____

Supervising Teacher _____ Signature _____ Date: _____

Counselor _____ Signature _____ Date: _____

District Administrator Signature _____ Date: _____

Agreement Requirements

- SMUHSD must have a plan for transitioning students to in-person instruction in 5 instructional days.
- A written plan must be filed that contains:
 - Details for assignments, reporting progress, and communication with parents.
 - Objectives and methods for student work, and evaluation methods.
 - Specific resources available to students, including technology and connectivity.
 - Duration of independent study.
 - Statement of credits earned at completion.
 - Details about supports/accommodations for students with defined needs.
 - Statement that independent study is optional.
 - All written agreements are signed.

Quality Requirements

- Content is at the same quality and challenge as in-person instruction, and meets all the same approvals (A-G).
- <https://www.edgenuity.com/course-lists/Edgenuity-California-Course-List.pdf>
 - Note Only Edgenuity courses SMUHSD offers are available

Evaluation Requirements

- There must be a maximum length specified for assignment completion.
- Establish the progress and completion rates needed based on “Satisfactory Educational Progress”:
 - Achievement and Engagement is measured on dashboard-type indicators.
 - Assignment completion and/or progress.
 - Student Learning
 - Progress towards completion of the course.

Reporting Requirements

Weekly reports will be made to the students, parents, guardians, counselors and administrators:

- Number of students in independent study
- How the Live/Synchronous requirements are being met attendance
- Actions to encourage the transition to in-person instruction
- Expanded learning opportunities
- Academic supports and interventions
- Safety protocols

Reengagement Requirements

Required for students who are not attending 60% of the school week, or who are in violation of the written agreement.

- Notification to parents/guardians within one day of absence/no participation
- Outreach for student needs
- Pupil-parent-coordinator conference to review terms

Signing Requirements

- Each agreement signed by
 - Pupil
 - Pupil parent/guardian/caregiver
 - Supervising certificated employee for Independent Study
- Signed agreements will be retained and archived