

MAGNOLIA PUBLIC SCHOOLS (MPS) INDEPENDENT STUDY POLICY

Magnolia Public Schools (“MPS”) may offer independent study to meet the educational needs of pupils enrolled in any MPS school site. Independent study is an alternative education designed to teach the knowledge and skills of the core curriculum. MPS shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Governing Board of MPS for implementation at each MPS school site:

1. For pupils in all grade levels offered by MPS, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be thirty (30) days.
2. When any pupil fails to complete five (5) assignments during any period of thirty (30) days, the Principal of each MPS school site, or his or her designee, shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This 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.
3. A current written master agreement shall be maintain on file for each independent study pupil, including but not limited to, all of the following:
 - ◆ The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
 - ◆ The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
 - ◆ The specific resources, including materials and personnel that will be made available to the pupil.
 - ◆ A statement of the policies adopted herein 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, including beginning and ending dates for the pupil's participation in independent study under the agreement. Students with a legitimate need for an extended absence of five (5) or more days can enroll in independent study. No independent study agreement shall be valid for any period longer than one school year.
 - ◆ 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.
 - ◆ 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 Education Code 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.

- ◆ Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, 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 the Family Code.
4. MPS 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 there under.
 5. MPS may establish regulations to implement these policies in accordance with the law.

MASTER AGREEMENT FOR INDEPENDENT STUDY

Student Name: _____	Date of Birth: _____	Grade: _____
Parent/Guardian Name: _____		
Home Address: _____		
Phone #: _____	Email: _____	
Agreement Duration: _____	Beginning Date: _____	Ending Date: _____

Students are required to report to their teacher as follows to submitting work and reporting progress:

Manner of Reporting: One-on-one Small Group E-mail Fax Mail

Time: _____ **Frequency:** _____ **Place of Meeting:** _____

Method of Study: Specific methods of study will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of methods of study for the student will include but are not limited to:

- Independent Reading Textbook Activities Problem Solving Study Projects Drill & Practice
 Experiential Learning Computerized Curriculum Web/Internet Research Library Research Field Trips
 Learning Center Courses Other _____

Method of Evaluation: Academic evaluations will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of acceptable methods of evaluation include but are not limited to:

- Teacher-made Tests Student Conferences Progress/Report Cards Chapter/Unit Tests Work Samples
 Observations Portfolios State Standards Testing CA High School Exit Exams Learning Journals
 Presentations Quizzes Labs Finals Other _____

Resources: The school will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. Assignments and specific resources will be designated on the Assignment and Attendance Record incorporated herein.

Board Policies:

(a) For pupils in all grade levels offered by MPS, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be thirty (30) days.

(b) A pupil may miss five (5) assignments during any period of thirty (30) days before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study. Therefore, when any pupil fails to complete five (5) assignments during any period of thirty (30) days, the Principal or his or her designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This 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.

Objectives: The student will complete the courses listed below. All course objectives will be consistent with the established MPS board policy and are consistent with MPS standards, as outlined in MPS' subject/course

descriptions. Assignment Sheet and Attendance Record will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and is incorporated herein. The term “Course Value” (“CV”) refers to the number of days of work the student will attempt, or if applicable, the number of credits the student will attempt (secondary education).

Course Credits or Other Measures of Academic Achievement to be Earned upon Completion:

Grades TK-5:

Subject Area	Specific Course	CV <i>(Days attempted)</i>	Modified
Elementary School Grade	Grade-level work		No
Other			No
Other			No
Other			No

Grades 6-12:

Subject Area	Specific Course	CV <i>(Days or credits attempted)</i>	Modified
English			No
Mathematics			No
Science			No
History/Social Science			No
Other			No
Other			No
Other			No
Other			No

Voluntary Statement: It is understood 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 Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

Signatures and Dates:

I have read and I understand the terms of this agreement, and agree to all provisions set forth.

Student: _____	Date: _____
Parent/Guardian/Caregiver: _____	Date: _____
Supervising Teacher (or designee): _____	Date: _____
Other Persons Who Have Direct Responsibility for Providing Assistance to the Pupil: <i>(Ex: education specialist, instructional aide, etc. Mark N/A if there is no other person.)</i>	
_____	Date: _____
_____	Date: _____

ASSIGNMENT SHEET AND ATTENDANCE RECORD

Student Name: _____ Grade: _____

Assignment Period: _____ to _____
Month/Day/Year Month/Day/Year

STUDENT ASSIGNMENTS	
<p>Teachers:</p> <ul style="list-style-type: none"> ▪ Please include a brief summary of the <u>assignment</u>, the <u>resources</u> to be used to complete the assignment, and the <u>method of evaluation</u> of the assignment. (Attach additional sheet as necessary.) ▪ Academic Credit/Evaluation is completed <u>AFTER</u> the student returns and the work has been evaluated. ▪ Submit this contract to the Office with an original student work sample within 5 days of student's return. Samples should have student name, date, subject, and marks of evaluation. 	
Course:	Summary:
Academic Credit/Evaluation:	Resources: Method of Evaluation:
Course:	Summary:
Academic Credit/Evaluation:	Resources: Method of Evaluation:
Course:	Summary:
Academic Credit/Evaluation:	Resources: Method of Evaluation:

Course:	Summary:
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Academic Credit/Evaluation:	
Course:	Summary:
Academic Credit/Evaluation:	
Course:	Resources: Method of Evaluation:
Academic Credit/Evaluation:	
Course:	Summary:
Academic Credit/Evaluation:	
Course:	Resources: Method of Evaluation:
Academic Credit/Evaluation:	

MPS recognizes that families may not evenly distribute student’s work assignments over weekdays. However, due to strict State law requirements for charter school attendance, MPS expects each student to be engaged in an educational activity required of them in the assignments on each weekday that MPS is in session, and asks that this “daily engagement” be documented on a daily basis on this sheet by the parent/guardian. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period. MPS asks that a parent/guardian refrain from documenting any “daily engagement” on a day where a student did not engage in any educational activity required of them by the assignments. By law, work done on weekends or other days when school is not in session cannot be used to “make-up” weekdays where no “daily engagement” occurred.

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week 1					
	Mon ___/___/___	Tue ___/___/___	Wed ___/___/___	Thu ___/___/___	Fri ___/___/___
English					
Mathematics					
Science					
History/Soc. S.					
Other					
Other					
Other					
<i>Parent – Please fill in date and initial on subjects in which student was engaged on each day.</i>					
Parent/Guardian/Caregiver: _____ Date: _____					

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week 2					
	Mon ___/___/___	Tue ___/___/___	Wed ___/___/___	Thu ___/___/___	Fri ___/___/___
English					
Mathematics					
Science					
History/Soc. S.					
Other					
Other					
Other					
<i>Parent – Please fill in date and initial on subjects in which student was engaged on each day.</i>					
Parent/Guardian/Caregiver: _____ Date: _____					

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week 3					
	Mon ___/___/___	Tue ___/___/___	Wed ___/___/___	Thu ___/___/___	Fri ___/___/___
English					
Mathematics					
Science					
History/Soc. S.					
Other					
Other					
Other					

*Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.*

Parent/Guardian/Caregiver: _____ Date: _____

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week 4					
	Mon ___/___/___	Tue ___/___/___	Wed ___/___/___	Thu ___/___/___	Fri ___/___/___
English					
Mathematics					
Science					
History/Soc. S.					
Other					
Other					
Other					

*Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.*

Parent/Guardian/Caregiver: _____ Date: _____

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week 5					
	Mon ___/___/___	Tue ___/___/___	Wed ___/___/___	Thu ___/___/___	Fri ___/___/___
English					
Mathematics					
Science					
History/Soc. S.					
Other					
Other					
Other					

*Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.*

Parent/Guardian/Caregiver: _____ Date: _____

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week 6					
	Mon ___/___/___	Tue ___/___/___	Wed ___/___/___	Thu ___/___/___	Fri ___/___/___
English					
Mathematics					
Science					
History/Soc. S.					
Other					
Other					
Other					

*Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.*

Parent/Guardian/Caregiver: _____ Date: _____

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week 7					
	Mon ___/___/___	Tue ___/___/___	Wed ___/___/___	Thu ___/___/___	Fri ___/___/___
English					
Mathematics					
Science					
History/Soc. S.					
Other					
Other					
Other					

*Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.*

Parent/Guardian/Caregiver: _____ Date: _____

For Supervising Teacher Completion:

a. Days of Daily Engagement on Educational Activities Required by the School on Days the School is in Session	<input style="width: 60px; height: 25px;" type="text"/>
b. Time Value of Student Work Product (measured in days)	<input style="width: 60px; height: 25px;" type="text"/>
c. Attendance Approved by Teacher [insert lesser of a & b]	<input style="width: 60px; height: 25px;" type="text"/>
Signature of Supervising Teacher (or designee): _____ Date: _____	