



# Pacific Charter Institute

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## **Board of Directors**

*John Brennan      Alpana Carey      Rex Fortune, Ph.D.      Martha Melendez-Quadros*  
*Judy Miller      Joshua Modlin      Jean-Paul Prentice*

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## **Special Meeting of the Board of Directors**

**Date & Time:** Wednesday, August 10, 2022 9:30 a.m.

**Location:** 1401 El Camino Avenue, Suite 510, Sacramento, CA 95815

### **Teleconference Locations:**

**2000 State University Dr., 2<sup>nd</sup> Floor, Group Study Room, Sacramento, CA 95819**

**5040 Filbert Avenue, Fair Oaks, CA 95628**

**1301 E Durham Ferry Rd, Tracy 95304**

### **To access the PCI Board Meeting go to:**

**Primary Number: (669) 900-6833 Secondary Number: (346) 248-7799**

**Enter the Meeting ID: 97076546765#**

**Webinar ID: 970 7654 6765**

## **AGENDA**

- 1. Call to Order & Roll Call**
- 2. Adoption of Agenda**
- 3. Hearing of Parties Desiring to Address the Board and/or Present Petition** Anyone may address the board regarding any item that is within the board's subject matter jurisdiction. At this point on the agenda, opportunity is provided for any individual or representative of a group to make statements to the board regarding an item(s) not listed on the agenda. The board, by law, may not take action on an item introduced during this portion of the agenda.
- 4. Business Items**
  1. Approve Revised BP 0001 Independent Study Policy – Ms. Danielle Franco-Matteoli
- 5. Future Meetings:** September 8, 2022
- 6. Adjournment**



# Pacific Charter Institute

Heritage Peak Charter School • Rio Valley Charter School • Valley View Charter Prep • Sutter Peak Charter Academy

## *BOARD OF DIRECTORS MEETING*

**DATE:** August 10, 2022

**AGENDA ITEM:** #4.1 BP 0001 Independent Study Policy

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### **Background:**

PCI updates Board Policy (BP) and Administrative Regulations (AR) as advised by legal counsel. Revisions, updates, deletions, and additions are the result of legislation and Case Law and resulting changes to Education Code, Government code and Civil Code. BP 4001 has been reviewed and updated by PCI Administration.

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### **RECOMMENDED ACTION:**

Board of Directors adopt the revised BP 0001



# Pacific Charter Institute

## Independent Study Policy

BP 0001

Adopted: July 1, 2005

Revised: December 10, 2020; Revised August 3, 2021; Revised August 10, 2022

Pacific Charter Institute (“PCI” or the “Charter School”) shall offer independent study to meet the educational needs of students enrolled in the Charter School. Independent study is an optional educational alternative education-in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. Charter 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 the Charter School Board for implementation at the Charter School:

1. For students in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is assigned and the date by which the student must complete the assigned work shall be twenty (20) school days.
2. The Director or designee shall conduct an evaluation to determine whether it is in the best interests of the student to remain in independent study upon the following triggers:
  - a. When any student fails to complete three (3) assignments during any period of twenty (20) school days.
  - b. ~~satisfactory~~ Student’s educational progress falls below \_\_\_\_\_ levels as determined by the Charter School’s parent/student handbook, school charter, and board policies which considers ALL of the following indicators:
    - i. The student’s achievement and engagement in the independent study program, as indicated by the student’s performance on applicable student-level measures of student achievement and student 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 student 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 student record. This record shall be maintained for a period of three (3) 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.



# Pacific Charter Institute

3. The Charter School 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 creditable under the A-G admissions criteria.

4. The Charter School has adopted tiered reengagement strategies\* for the following students:

- a. all students who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar; three (3) school days or 60% of the instructional days in a school week
- b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or,
- ~~a.c. or~~ Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the are as following:

- a. Verification of current contact information for each enrolled student;
- b. Notification to parents or guardians of lack of participation within one (1) school day of the absence or lack of participation;
- c. Outreach from the Charter School to determine student needs including connection with health and social services as necessary;
- d. When the evaluation described above under paragraph 2.b is triggered to consider whether remaining in independent study is in the best interest of the student, a student-parent-education conference shall be required to review a ~~student~~ written agreement and reconsider the independent study program's impact on the student's achievement and well-being. This conference shall be a meeting involving, at a minimum, all parties who signed the student's written independent study agreement.

4.5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction\*:

- a. For students in transitional kindergarten through grade 3, inclusive, the plan to provide opportunities for daily synchronous instruction for all students throughout the school year by each student's teacher or teachers of record shall be as follows:



# Pacific Charter Institute

~~'s assigned supervising teacher shall be as follows:~~ all assigned supervising teachers will offer daily individualized instructional support for students in transitional kindergarten through grade 3.

- b. For students in grades 4-8, inclusive, the plan to provide opportunities for daily live interaction between the student and a certificated or non-certificated employee of the Charter School and at least weekly synchronous instruction for all students throughout the school year by each student ~~'s assigned supervising teacher shall be~~ 's teacher or teachers of record shall be as follows: The Charter School will offer daily live interaction between the student and a certificated or non-certificated employee of the Charter School and at least weekly synchronous individualized instruction for all students in grades 4-8 throughout the school year by each student's assigned ~~supervising~~ teacher or teachers of record.
- c. For students in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all students throughout the school year by each student's ~~assigned supervising~~ teacher or teachers of record shall be as follows: All ~~assigned supervising~~ teachers of record will offer weekly individualized instructional support for students in grades 9-12.

5.6. The following plan shall be utilized to transition students whose families wish to return to in-person instruction\* from independent study expeditiously, and, in no case, later than five

(5) instructional days:

- ◆ Upon receipt of a family's wish to return to in-person instruction, the Charter School staff shall inform the family of their right to return to their district of residence for in-person instruction because the Charter School does not offer an in-person instruction option.
- ◆ If the family specifically requests additional in-person options, the Charter School will provide a list of recommended alternatives based on the student's current address of residence. Parents may also visit <https://www.greatschools.org/> to locate additional school options in their area.
- ◆ The Charter School shall not have any obligation to assist the family with enrollment in a school district or another charter school, nor can the Charter School guarantee enrollment availability in any school.

*\* The tiered reengagement strategies, plan for synchronous instruction and live interaction, and plan to transition pupils whose families wish to return to in-person instruction shall not apply to pupils who participate in an independent study program for fewer than 15 schooldays in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary*



# Pacific Charter Institute

medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision. These sections shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.

6.7.A current written agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:

- ◆ The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's progress, and for communicating with a student's parent or guardian regarding a student's academic progress.
- ◆ The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
- ◆ The specific resources, including materials and personnel, that will be made available to the student. These resources shall include confirming or providing access to all students to connectivity and devices adequate to participate in the educational program and complete assigned work.



# Pacific Charter Institute

- ◆ A statement of the policies adopted herein, pursuant to Education Code Section 51747(a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, and the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the student should be allowed to continue in independent study.
- ◆ The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement. 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 student upon completion.
- ◆ A statement detailing the academic and other supports that will be provided to address the needs of students 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 student's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), students in foster care or experiencing homelessness, and students requiring mental health supports.
- ◆ 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. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code sections 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.
- ◆ [For a pupil participating in an independent study program that is scheduled for more than 14 school days, Each](#) written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or care giver, 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 [the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable all persons who have direct responsibility for providing assistance to the student. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each](#)



# Pacific Charter Institute

written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in 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 the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. 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.

- Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.





# Pacific Charter Institute

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~~7.8.~~ PCI 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.

8.9. The Director or designee ~~shall~~ may establish regulations to implement these policies in accordance with the law.