

# OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805/385-1501



## BOARD OF TRUSTEES

**Mrs. Debra M. Cordes**, President  
**Mrs. Veronica Robles-Solis**, Clerk  
**Ms. Monica Madrigal Lopez**, Member  
**Ms. Jarely Lopez**, Member  
**Ms. Katalina Martinez**, Member

## ADMINISTRATION

**Karling Aguilera-Fort, Ed.D.**  
District Superintendent  
**Ruth F. Quinto, CPA**  
Assistant Superintendent,  
Business & Fiscal Services  
**Dr. Victor M. Torres**  
Assistant Superintendent,  
Human Resources  
**Dr. Anabolena DeGenna**  
Assistant Superintendent,  
Educational Services

## AGENDA

### SPECIAL BOARD MEETING

Wednesday, August 11, 2021

5:00 PM - Call to Order

Closed Session to Follow

5:30 PM - Return to Special Board Meeting

### SPECIAL MEETING - ONLINE FOR THE PUBLIC DUE TO COVID-19 - VIA ZOOM

To watch and provide public comment, join from a PC, Mac, iPad, iPhone, or Android device:

Please click this URL to join. <https://zoom.oxnardsd.org>

#### Or join by phone:

Dial (for higher quality, dial a number based on your current location)

US: +1 669 900 6833

Webinar ID: 863 6453 5300

**\*NOTE:** In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting date.

**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

August 11, 2021

## **Section A: PRELIMINARY**

### **A.1. Call to Order and Roll Call (5:00 PM)**

The President of the Board will call the meeting to order. A roll call of the Board will be conducted.

ROLL CALL VOTE:

Madrigal Lopez \_\_\_\_, Lopez \_\_\_\_, Martinez \_\_\_\_, Robles-Solis \_\_\_\_, Cordes \_\_\_\_

### **A.2. Pledge of Allegiance to the Flag**

Dr. Karling Aguilera-Fort will lead the audience in the Pledge of Allegiance.

### **A.3. Adoption of Agenda (Superintendent)**

Moved:

Seconded:

Vote:

ROLL CALL VOTE:

Madrigal Lopez \_\_\_\_, Lopez \_\_\_\_, Martinez \_\_\_\_, Robles-Solis \_\_\_\_, Cordes \_\_\_\_

### **A.4. Closed Session – Public Participation/Comment (Limit three minutes per person per topic)**

Instructions on How to Comment on ZOOM Via Web or Phone are Available at:

<https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone.

<https://support.zoom.us/hc/en-us/articles/205566129> -Raise-Hand-In-Webinar. Persons wishing to address the Board of Trustees on any agenda item identified in the Closed Session agenda may do so. Public Comment shall be limited to fifteen (15) minutes per subject with a maximum of three (3) minutes per speaker. The Board will now convene in closed session to consider the items listed under Closed Session.

### **A.5. Closed Session**

1. Pursuant to Section 54956.9 of Government Code:

Conference with Legal Counsel

- Existing Litigation:

- Oxnard School District et al. Central District No. CV-04304-JAK-FFM

2. Pursuant to Sections 54957.6 and 3549.1 of the Government Code:

Conference with Labor Negotiator:

Agency Negotiators: OSD Assistant Superintendent, Human Resources, and Garcia Hernandez & Sawhney, LLP

Association(s): OEA, CSEA, OSSA; and All Unrepresented Personnel-Administrators, Classified Management, Confidential

3. Pursuant to Section 54957 of the Government Code the Board will consider personnel matters, including:

- Public Employee(s) Discipline/Dismissal/Release

- Public Employee Appointment

o Principal

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

**A.6. Reconvene to Open Session**

**A.7. Report Out of Closed Session**

The Board will report on any action taken in closed session or take action on any item considered in closed session, including expulsion of students.

**Section B: PUBLIC COMMENT/HEARINGS**

**B.1. Public Comment (3 minutes per speaker) / Comentarios del Público (3 minutos por ponente)**

Instructions on how to comment on Zoom via web or phone are available at:  
<https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone.  
<https://support.zoom.us/hc/en-us/articles/205566129> -Raise-Hand-In-Webinar.

Members of the public may address the Board on any matter within the Board’s jurisdiction at this time or at the time that a specific agenda item is being considered. Comments should be limited to three (3) minutes. Please know this meeting is being video-recorded and televised. The Board particularly invites comments from parents of students in the District.

Las instrucciones para comentar en Zoom vía video conferencia o por teléfono están disponibles en:

<https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-by-phone.  
<https://support.zoom.us/hc/en-us/articles/205566129> -Raise-Hand-In-Webinar.

Los miembros del público podrán dirigirse a la Mesa Directiva sobre cualquier asunto que corresponda a la jurisdicción de la Mesa Directiva en este periodo o cuando este punto figure en el orden del día y sea analizado. Los comentarios deben limitarse a tres (3) minutos. Tenga presente que esta reunión está siendo grabada y televisada. La Mesa Directiva invita en particular a los padres y alumnos del distrito a que presenten sus comentarios.

**Section D: ACTION ITEMS**

(Votes of Individual Board Members must be publicly reported.)

**D.1. Establish/Abolish/Reduce Hours of Positions (Torres/Nair)**

It is the recommendation of the Director of Classified Human Resources and the Assistant Superintendent, Human Resources that the Board of Trustees approve the establishment, abolishment, increase, and reduction of the positions as presented.

**D.2. Approval of Independent Study Board Policy & Administrative Regulation 6158 and Program Documents (DeGenna/Nocero)**

It is the recommendation of the Assistant Superintendent, Educational Services, and the Director of Pupil Services that the Board of Trustees review and approve the updated Independent Study BP & AR 6158 and program documents, as presented.

**Section G: CONCLUSION**

**G.1. ADJOURNMENT**

Moved:

Seconded:

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

Vote:

Time Adjourned \_\_\_\_\_

ROLL CALL VOTE:

Madrigal Lopez \_\_\_\_, Lopez \_\_\_\_, Martinez \_\_\_\_, Robles-Solis \_\_\_\_, Cordes \_\_\_\_

Karling Aguilera-Fort, Ed. D. District Superintendent and Secretary to the Board of Trustees

This notice is posted in conformance with the provisions of Chapter 9 of the Government Code, in the front of the Educational Services Center; 1051 South A Street , Oxnard, California by 5:00 p.m. on Tuesday, August 10, 2021.

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**Note: No new items will be considered after 10:00 p.m. in accordance with Board Bylaws, BB 9323 – Meeting Conduct**

August 11, 2021



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## Oxnard School District Encourages Remote, Online Public Participation For Oxnard School District's Board Meetings

During the COVID-19 pandemic, the Oxnard School District is committed to public input and participation in school district governance in a manner that is consistent with shelter in place guidance provided by public health officials. The District highly encourages remote, online participation in order to promote the safety and health of our community.

The Oxnard School District has taken the following steps to utilize technology to facilitate public participation during our upcoming board meetings in order to comply with public health guidance during the COVID-19 pandemic:

1. **Watch the meeting live.** The Oxnard School District Board meeting will be live streamed on the District's website at [www.osdtv.oxnardsd.org](http://www.osdtv.oxnardsd.org) and will also be shown on the following cable TV channels: Charter Spectrum Cable- Channel 20 and Frontier communication – Channel 37
2. **Public comment in advance.** We encourage members of the public to submit public comment in advance of the meeting. Public comment may be emailed to [OSD\\_BoardMeetings@oxnardsd.org](mailto:OSD_BoardMeetings@oxnardsd.org). In addition, please feel free to bring your written comment to the District Office between 9:00 and 12:00 p.m., you can also drop off your written comment at the District Office mail box located outside the front office, until 4:00 p.m. before the meeting. Please identify if the public comment is for a non-agenda or agendized item. If your public comment is for an agendized item, please identify clearly the agenda item number and title in your email. Any written testimony for public comment submitted via email before 11:00 am the day of the meeting will be provided to the Board members electronically or in written format. All public comments receive before the meeting will become part of the meeting archive.
3. **Public comment during the meeting.** Members of the public can join the Zoom Meeting from a computer via Zoom at [ZOOM.OXNARDSD.ORG](https://zoom.us/j/309111111), mobile device, tablet or by phone. The Zoom meeting information will be provided in every board meeting agenda. You can find the meeting information on the following webpage page <https://www.oxnardsd.org/Page/11118> as long as needed during the COVID-19 pandemic.

In order to facilitate effective remote participation for all, please remember a few courtesies of conference calls if you opt to use Zoom for the purpose of providing public comment:

- Please do not put the call on hold.
- Please do not have the television/website transmission of the meeting playing while you are speaking as you provide public comment. You must minimize background noise.

We ask that you please be patient as we adjust to these changes and implement these new modalities for connection and public engagement. We are committed to making our meetings as accessible as practicable during unprecedented times, but if you need additional accommodations or support for remote participation in advance of the meeting, please contact Monica Noriega at [mnoriega@oxnardsd.org](mailto:mnoriega@oxnardsd.org) or Lydia Lugo Dominguez at [lugodominguez@oxnardsd.org](mailto:lugodominguez@oxnardsd.org) or call 805-385-1501, ext. 2032.



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## El Distrito Escolar de Oxnard alienta la participación pública a distancia en línea en las reuniones de la Junta Directiva de Educación

Durante la pandemia COVID-19, el Distrito Escolar de Oxnard tiene el compromiso de acoger el aporte y la participación del público en el gobierno del distrito escolar de una manera consistente con la recomendación de las autoridades de salud pública de refugiarse en el lugar (permanecer en casa). El Distrito alienta firmemente la participación a distancia en línea, con el fin de fomentar la seguridad y salud de nuestra comunidad.

Con el fin de cumplir con las indicaciones de las autoridades de salud pública durante la pandemia COVID-19, el Distrito Escolar de Oxnard ha adoptado medidas para facilitar la participación pública en las próximas reuniones de la Junta Directiva de Educación a través de los siguientes medios tecnológicos:

1. **Vea la reunión en vivo.** La reunión de la Junta Directiva de Educación del Distrito Escolar de Oxnard será transmitida en el sitio web del Distrito en [www.osdtv.oxnardsd.org](http://www.osdtv.oxnardsd.org) y también será transmitida por los siguientes canales de televisión por cable: Charter Spectrum Cable - Canal 20 y Frontier Communication - Canal 37.
2. **Comentarios del público por adelantado.** Recomendamos a los miembros de público enviar sus comentarios con anticipación, antes de la reunión. Los comentarios del público pueden ser enviados por correo electrónico a [OSD\\_BoardMeetings@oxnardsd.org](mailto:OSD_BoardMeetings@oxnardsd.org). Además, puede traer sus comentarios a la Oficina del Distrito entre las 9:00 de la mañana y 12 del mediodía. También puede depositar su comentario en el buzón de correo que se encuentra afuera de la oficina, hasta las 4:00 de la tarde del día de la reunión. Por favor indique si el comentario público es sobre un tema que está en la agenda o no lo es. Si su comentario público es sobre un tema que está incluido en la agenda, por favor indique con claridad en su correo electrónico, el número y el título del tema. Toda declaración por escrito sobre comentarios públicos recibida vía correo electrónico antes de las 11:00 de la mañana del día en que tendrá lugar la reunión, será entregada a la Junta Directiva por vía electrónica o por escrito. Todos los comentarios del público recibidos antes de la reunión formarán parte de los archivos de la reunión.
3. **Comentarios del público durante la reunión.** Los miembros del público también pueden participar en la reunión para proporcionar sus comentarios vía videoconferencia Zoom en [ZOOM.OXNARD.ORG](https://zoom.us/j/11118), desde una computadora, dispositivo electrónico, tableta o teléfono. Puede encontrar la información de la reunión Zoom en la agenda de cada reunión. La información sobre la reunión se encuentra en la siguiente página de nuestro sitio web <https://www.oxnardsd.org/Page/11118> mientras sea necesario durante la pandemia COVID-19.

Con el fin de facilitar una participación a distancia efectiva para todos, por favor recuerde algunas de las reglas de cortesía de las conferencias telefónicas, si decide utilizar Zoom con el propósito de proporcionar su comentario público:

- Por favor no ponga la llamada en espera.
- Por favor no mantenga encendida la transmisión de la reunión en la televisión/el sitio web mientras expresa su comentario público. Debe minimizar el ruido de fondo.

Les rogamos que tengan paciencia conforme nos ajustamos a estos cambios e implementamos estas nuevas formas de conexión y participación pública. Tenemos el compromiso de hacer que estas reuniones sean accesibles en la medida de lo posible, durante esta época sin precedentes. Sin embargo si usted necesita adaptaciones o apoyo adicionales para la participación a distancia, antes de la reunión, por favor contacte a Monica Noriega en [mnoriega@oxnardsd.org](mailto:mnoriega@oxnardsd.org) o a Lydia Lugo Dominguez en [llugodominguez@oxnardsd.org](mailto:llugodominguez@oxnardsd.org) o llame al 805-385- 1501, ext. 2032.

## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Victor Torres

**Date of Meeting:** August 11, 2021

**Agenda Section:** Section D: Action Items

### **Establish/Abolish/Reduce Hours of Positions (Torres/Nair)**

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#### **Establish**

an eight-hour 246-day Maintenance Manager position number 10454 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 183-day Speech Language Pathology Assistant position number 10455 to be established in the Special Education department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10465 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10466 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10467 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10468 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10469 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10470 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10471 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10472 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10473 to be established in the Facilities department. This position will be established to provide additional support.

an eight-hour 246-day Custodian position number 10474 to be established in the Facilities department. This position will be established to provide additional support.

**Abolish**

a five-hour and forty-five minute 183-day Paraeducator II position number 8106 to be abolished in the Special Education department. This position will be abolished due to lack of work.

**Decrease in Hours**

a three-hour and ten minute 183-day Paraeducator I position number 9158 to be reduced to one hour and thirty minutes at Chavez School. This position will be reduced due to lack of work.

**FISCAL IMPACT:**

Cost for 1 Maintenance Manager: \$110,731 General Funds (ESSER Funds)

Cost for 1 Speech Language Pathology Assistant: \$82,765 Special Education Funds

Cost for 10 Custodians: \$706,510 General Funds (ESSER Funds)

Cost for 1 Paraeducator II: \$29,644 Special Education Funds

Cost for 1 Paraeducator I: \$8,213 General Funds

**RECOMMENDATION:**

It is the recommendation of the Director of Classified Human Resources and the Assistant Superintendent, Human Resources that the Board of Trustees approve the establishment, abolishment, and reduction of the positions as presented.

**ADDITIONAL MATERIALS:**

**Attached:** [Custodial Services Board Presentation 210811.pdf](#)





# Custodial Services Overview

*Presenters:*  
*Ruth F. Quinto, CPA*  
*Assistant Superintendent, Business and Fiscal Services*  
*Dana Miller, Facilities Director*

August 11, 2021

## 2 Overview

- 2020/21 Custodial Services Staffing
- Industry Cleaning Rubric and Cleaning Detail
- Summer Cleaning by School and Progress
- Additional Custodial Crews – Recommended Priorities



# 2020/21 Custodial Services Staffing

Site	# of Teachers	Factor (13)	# of Students	Factor (325)	# of Rooms	Factor (13)	Building Sq. Ft.	Factor (18000)	Sum of Factors	FTE per Formula	FTE per Formula Rounded	Current Custodians	Current Lead Custodian at 50%	Total Custodians Counted	FTE Variance
Brekke	22	1.69	581	1.79	32	2.46	59,757	3.32	9.26	2.32	2.30	2.00	0.50	2.50	0.20
Chavez	37	2.85	849	2.61	39	3.00	86,155	4.45	12.91	3.23	3.20	3.00	0.50	3.50	0.30
Curren	42	3.23	956	2.94	47	3.62	72,744	4.55	14.34	3.58	3.60	3.00	0.50	3.50	-0.10
Driffill	48	3.69	1115	3.43	51	3.92	86,155	5.29	16.33	4.08	4.10	3.50	0.50	4.00	-0.10
Elm	22	1.69	535	1.65	23	1.77	53,661	2.96	8.07	2.02	2.00	2.00	0.50	2.50	0.50
Harrington	25	1.92	579	1.78	29	2.23	57,000	3.17	9.10	2.28	2.30	2.50	0.50	3.00	0.70
Kamala	40	3.08	1036	3.19	43	3.31	74,748	4.78	14.35	3.59	3.60	3.50	0.50	4.00	0.40
San Miguel	12	0.92	240	0.74	8	0.62	18,000	1.00	3.28	0.82	0.80	1.00	0.00	1.00	0.20
Lemonwood	32	2.46	876	2.70	34	2.62	87,401	5.22	12.99	3.25	3.20	3.00	0.50	3.50	0.30
Marina West	25	1.92	546	1.68	29	2.23	49,247	2.71	8.55	2.14	2.10	2.00	0.50	2.50	0.40
Marshall	40	3.08	785	2.42	28	2.15	68,934	3.83	11.48	2.87	2.90	2.50	0.50	3.00	0.10
McAuliffe	30	2.31	599	1.84	36	2.77	58,076	3.23	10.15	2.54	2.50	2.50	0.50	3.00	0.50
McKinna	29	2.23	601	1.85	32	2.46	46,460	2.84	9.38	2.35	2.30	2.00	0.50	2.50	0.20
Ramona	24	1.85	543	1.67	27	2.08	48,893	2.72	8.31	2.08	2.10	2.00	0.50	2.50	0.40
Ritchen	26	2.00	530	1.63	29	2.23	60,457	3.36	9.22	2.31	2.30	2.00	0.50	2.50	0.20
Rose Avenue	26	2.00	529	1.63	30	2.31	49,214	2.73	8.67	2.17	2.20	2.00	0.50	2.50	0.30
Sierra Linda	27	2.08	576	1.77	31	2.38	48,617	2.70	8.93	2.23	2.20	2.00	0.50	2.50	0.30
Soria	34	2.62	941	2.90	36	2.77	83,453	4.64	12.92	3.23	3.20	3.00	0.50	3.50	0.30
Frank	57	4.38	1184	3.64	59	4.54	106,347	5.91	18.47	4.62	4.60	4.00	0.50	4.50	-0.10
Fremont	55	4.23	854	2.63	53	4.08	93,723	5.21	16.14	4.04	4.00	4.00	0.50	4.50	0.50
Lopez	42	3.23	878	2.70	40	3.08	69,118	3.84	12.85	3.21	3.20	3.00	0.50	3.50	0.30
ESC	50	3.85	0	0.00	50	3.85	42,963	2.39	10.08	2.52	2.50	1.00	0.00	1.00	-1.50
Enr. Ctr.	8	0.62	0	0.00	4	0.31	11,287	0.63	1.55	0.39	0.40	0.25	0.00	0.25	-0.15
Ware/Trans	6	0.46	0	0.00	5	0.38	19,650	1.09	1.94	0.48	0.50	0.25	0.00	0.25	-0.25
Facilities	10	0.77	0	0.00	11	0.85	55,135	3.06	4.68	1.17	1.20	0.50	0.00	0.50	-0.70
						Totals	1,507,195		253.95	63.49	63.30	56.50	10.00	66.50	3.20



# 4 Industry Cleaning Rubric

Level 1	Level 2	Level 3	Level 4
<p>Indicates “spotless” cleaning, which might be found in a hospital or corporate suite.</p> <p>One custodian should be able to clean 10,000 square feet in an 8-hour period.</p>	<p>Indicates intensive cleaning reserved for areas such as restrooms, special education areas, kindergarten areas, or food service areas.</p> <p>One custodian can clean approximately 11,000 to 18,000 square feet in an 8-hour period.</p>	<p>Indicates a level of cleaning required to ensure the health and comfort of building users.</p> <p>Once custodian should be able to clean 19,000 to 25,000 square feet of space in an 8-hour period to this standard.</p>	<p>Not generally acceptable for a school environment.</p> <p>One custodian cleans 26,000 to 46,000 square feet in an 8-hour period.</p>



5

# Cleaning Detail

1.	Clean walls, door, and switch plates
2.	Clean counter tops (if accessible)
3.	Clean student furniture – chairs & desks. Inside out – remove gum, tape, and any markings
4.	Clean & dust bookshelves
5.	Shampoo & Extract <b>District issued</b> rugs and carpets
6.	Strip & wax floors – address baseboards
7.	High & low dusting – wipe down light fixtures, window ledges, blinds, vents/grills, computers, televisions, books
8.	Clean/wipe down cabinet doors (remove tape)
9.	Clean/wipe down white boards
10.	Clean windows (remove tape)
11.	Clean/detail restrooms – ceilings, vents, fixtures, sinks, toilets, urinals, dispensers, partitions, scrub floor
12.	Clean/detail - cafeteria/MPR
13.	Clean/detail kitchen – scrub floors, wash walls, clean under appliances, clean floor sinks, vents, fixtures
14.	Power wash exterior of buildings – wash windows
15.	Remove any trash, blow campus, clean/detail drinking fountains





# Summer Cleaning Schedule – Detail by School

A		B		C	D	E	F	G	H	I
<b>Current</b>										
Level 2 Cleaning										
Touch Up Days: 8/11-8/18/21										
Drop Dead Date: 8/10/21										
Square ft. 72,590										
No. of Custodians	Hard Work Days	Total Summer Hours	Total Summer Hours w/120hrs allocated for vacation			SPED 6/18-7/16	Programs Running Simultaneously SPED & Summer School 7/6 - 7/16	Summer School 7/6 - 7/30		
4		38	1216	1096	1096					
<b>Week/Dates</b>	<b>Area</b>	<b>Hours</b>	<b>Hours</b>	<b>Hours Balance</b>	<b>Hours taken away from summer cleaning plan</b>					
Week 1 - 6/18 (1 day)	Boys & Girls Locker room	32	28	1068	7					
Week 2 - 6/21 - 6/25	605(K), 604(K), 606(K), 608(K) 609(I.T.), 601, Staff RR	128	112	956	35					
		32	28	928						
				928						
Week 3 - 6/28 - 7/2	Bldg. 3 & 4 Student RR	32	28	900	35					
	304, 303, 302, 404, 403, 505, 504, 503	128	112	788						
Week 4 - 7/6 - 7/9 (4 day wk)	502, 501, Workroom, Motor Rm, 208, 207, 214	128	112	676	0			48		
Week 5 - 7/12 - 7/16	205, 206, 203, 204	64	56	620	0			60		
	Student & Staff RR, 210	64	56	564						
	Stairwell(x2)	32	28	536						
Week 6 - 7/19 - 7/23	108, 107, 113, 106, 105, 104, 109, 110, 111, 112	160	140	396	0			0		40
Week 7 - 7/26 - 7/30	2nd fl. Hallway (1st half)	96	84	312	0			0		40
7/30 summer school ends	2nd fl. Hallway (2nd half)	64	56	256						
Week 8 - 8/2 - 8/6	2nd Fl. Hallway (Continued)	32	28	228	0			0		0
	1st floor Hallway (Partial), 128	128	112	116						
Week 9 - 8/9/ - 8/11 (3 day wk.)	101, 103, 110, 103, 201, 202	96	84	32	0			0		0
<b>TOTAL HOURS</b>			1216	1064	32	77	108	80		
<b>Areas not summer cleaned</b>		<b>Hrs. needed to complete</b>	<b>Summer School Coverage Options:</b>			<b>Total Hours Of Impact</b>	<b>265</b>			
1st floor hallway (partial)			Option 1: Offer site Custodians Overtime							
212			Option 2: Open overtime to district Custodians (If site Custodians are not willing to work overtime)							
402		16	Option 3: Offer Sub-Custodians Overtime							
401		16	Option 4: Dedicated summer cleaning hrs. to summer school cleaning (No overtime)							
301		16								
607		16								
Kitchen		32								
Mpr		64								
furniture move		128								
exterior pressure wash		128								
		<b>Total: 416 hrs.</b>								

7

# Summer Cleaning Progress Sierra Linda Elementary School



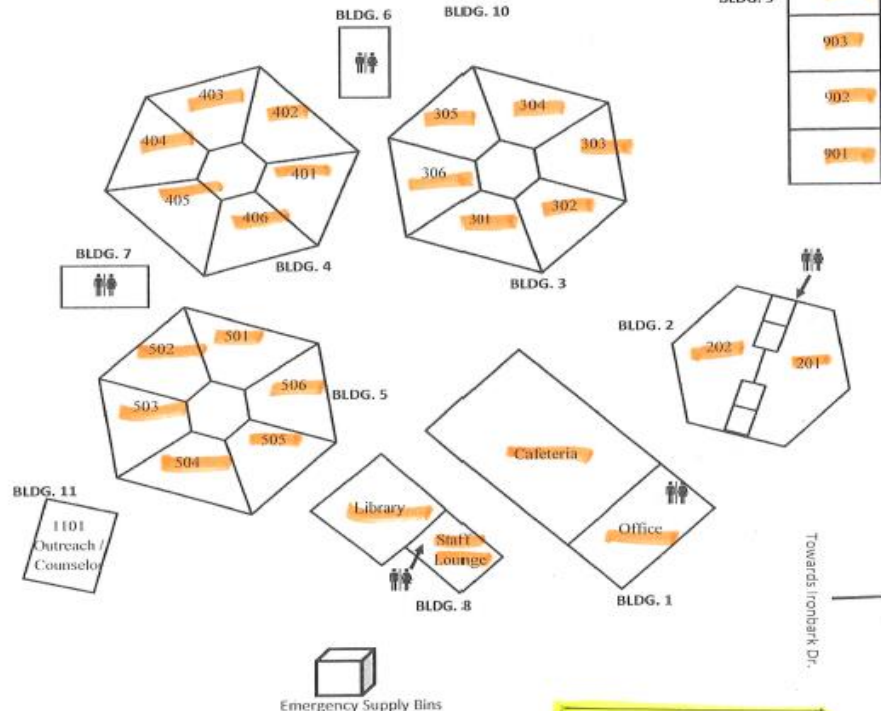
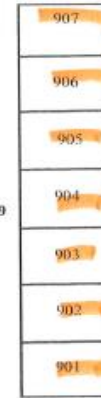
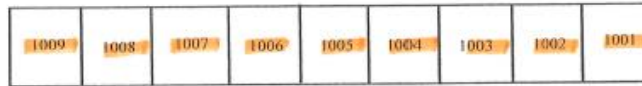
**OXNARD SCHOOL DISTRICT**  
1051 South "A" Street • Oxnard, California 93000 • 805/385-1501  
www.oxnardsd.org



**Sierra Linda School**  
2201 Jasmine Street, Oxnard CA 93036  
(805) 385-1581 Fax: (805) 485-5796

Head Start  
1200

↑  
Towards Sierra Linda City Park



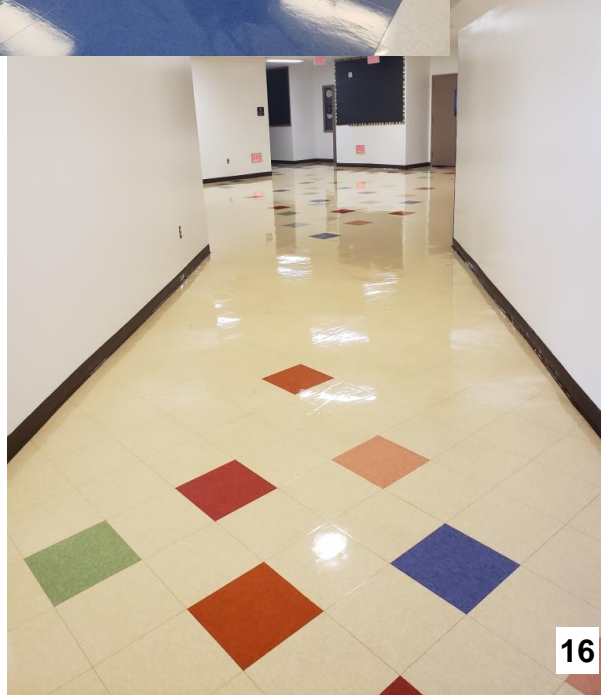
Emergency Supply Bins

**DONE**



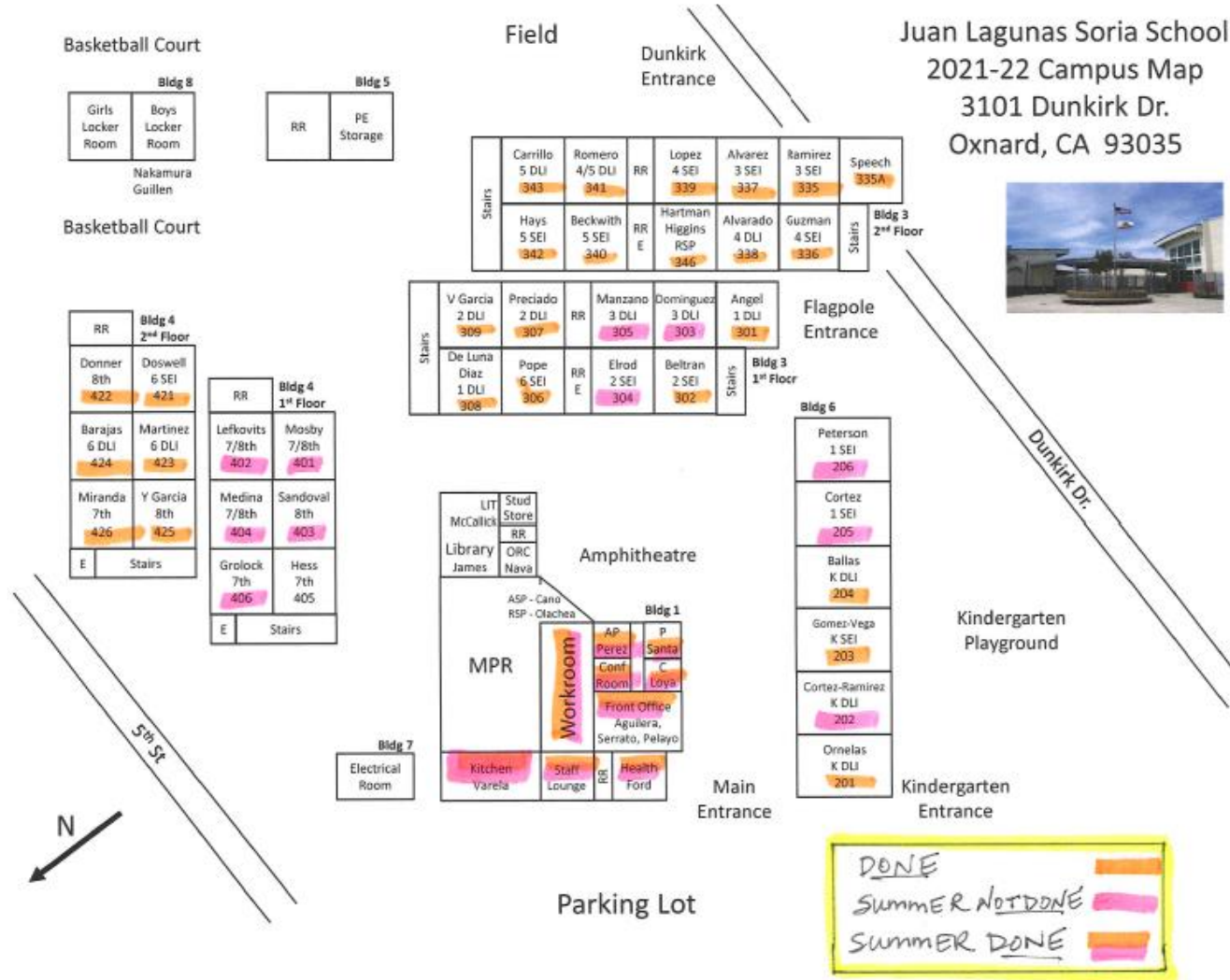
8

# Summer Cleaning Progress





# Summer Cleaning Progress Juan Soria Elementary School



10

# Summer Cleaning Progress



# Additional Custodial Crews

- Restrooms, this includes Civic Use
- Kitchens
- MPR's
- Preschools
- Support occasional evening absences
- High touch points

## Level Two includes (not limited to):

Floors and Base Molding	Vertical and Horizontal Surfaces	Light Fixtures	Washroom Fixtures	Supplies	Trash Containers
Clean and bright; No build up in corners or on walls	Clean; free of noticeable marks, smidges, etc.	Clean and functional	Clean tile; odor-free	Adequate and stocked	Emptied, clean and odor-free





## **OSD BOARD AGENDA ITEM**

**Name of Contributor:** Dr. Anabolena DeGenna

**Date of Meeting:** August 11, 2021

**Agenda Section:** Section D: Action Items

### **Approval of Independent Study Board Policy & Administrative Regulation 6158 and Program Documents (DeGenna/Nocero)**

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Per AB 130, the Independent Study Program requirements for the 2021-2022 school year have to be updated. Included in this action item are Board Policy 6158, Administrative Regulation 6158 and all additional required documents.

#### **FISCAL IMPACT:**

None

#### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent Educational Services and the Director of Pupil Services that the Board of Trustees review and approve the updated Independent Study BP & AR 6158 and program documents as outlined above.

#### **ADDITIONAL MATERIALS:**

**Attached:** [BP 6158 Independent Study \(8 pgs\).pdf](#)  
[IS AR 6158 Independent Study \(6 pgs\).pdf](#)  
[IS Parent Web Notification \(2 pgs\).pdf](#)  
[OSD IS PROGRAM OVERVIEW \(4 pgs\).pdf](#)  
[OSD IS PROGRAM APPLICATION \(3 pgs\).pdf](#)  
[OSD IS PROGRAM -MASTER Agreement \(6 pgs\).pdf](#)  
[OSD IS Weekly Assignment Log \(1 pg\).pdf](#)

## Independent Study

The Board of Trustees authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, and an online course.

(cf. 6181 - Alternative Schools/Programs of Choice)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51745.5)

The minimum period of time for any independent study option shall be five consecutive school days.

### General Independent Study Requirements

For the 2021-22 school year, the district shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the district has obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Superintendent or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting. Parents/guardians of students who are interested in independent study shall contact the Superintendent or designee.

(cf. 5147 - Dropout Prevention)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6200 - Adult Education)

#### Written Agreements

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The master agreement shall specify the length of time in which each independent study assignment must be completed. Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignment shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student misses three assignments, unless the student's written agreement specifies a lower or higher number of missed assignments based on the nature of the assignments, the total number of assignments, and/or other unique circumstances. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. 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 engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards mastery of grade-level standards, as determined by the supervising teacher

The Superintendent or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. (Education Code 51747)

The Superintendent or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Superintendent or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously, and in no case later than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

The Superintendent or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

The district shall provide written notice to parents/guardians of all enrolled students of the option to enroll their child in in-person instruction or independent study during the 2021-22 school year. This notice shall be posted on the district's website, and shall include, at a minimum, information about the right to request a student-parent-educator conference before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a student will have access to as part of independent study. (Education Code 51747)

Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to students in independent study. (Education Code 51747)

#### Master Agreement

For the 2021-22 school year only, the district shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747; 5 CCR 11703)



The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 4 CCR 11700, 11702)

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress.
2. The objectives and methods of study for the student's work and the methods used to evaluate that work.
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work.
4. A statement of the Board's policy detailing the maximum length of time allowed between and assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study.
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year.
6. A statement of the number of course credits, or for the elementary grades, other measures of academic accomplishments appropriate to the agreement, to be earned by student upon completion.
7. 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, students with disabilities with an individualized education program or Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and student requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate.
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction.

*(cf. 5144.1 – Suspension and Expulsion/Due Process)*

10. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and

47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3

11. For each student, the combined equivalent synchronous instruction, live interaction, and asynchronous work shall meet the applicable grade-level, minimum instructional day requirements pursuant to Education Code 46200-46208.
12. Before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.

However, for the 2021-22 school year, the district shall obtain a signed written agreement for independent study from the student, or 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 pupil no later than 30 days after the first day of instruction.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

The student's parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

#### Student-Parent- Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but no limited to, as a reengagement strategy and/or if requested by parent/guardian prior to enrollment or disenrollment from independent study.

Missing appointments with the supervising teacher without valid reasons may trigger an evaluation to determine whether the student should remain in independent study.

#### **Records for Audit Purposes**

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study.

2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8.
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher.
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5. (Education Code 51745.6 and 51745.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51745.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. (Education Code 51747.5)

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

*(cf. 3580 – District Records)*

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

#### Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

(cf. 0500 - Accountability)  
(cf. 5121 - Grades/Evaluation of Student Achievement)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - State Academic Achievement Tests)  
(cf. 6162.52 - High School Exit Examination)

Legal Reference:

#### EDUCATION CODE

17289 Exemption for facilities  
41020 Audit guidelines  
41976.2 Independent study programs; adult education funding  
42238 Revenue limits  
42238.05 Local control funding formula; average daily attendance  
44865 Qualifications for home teachers and teachers in special classes and schools  
46200-46208 Instructional day and year  
46300-46307.1 Methods of computing average daily attendance  
46600 Interdistrict attendance computation  
47612.5 Independent study in charter schools  
48204 Residency  
48206.3 Home or hospital instruction; students with temporary disabilities  
48220 Classes of children exempted  
48340 Improvement of pupil attendance  
48915 Expulsion; particular circumstances  
48916.1 Educational program requirements for expelled students  
48917 Suspension of expulsion order  
49011 Student fees  
51225.3 Requirements for high school graduation  
51745-51749.6 Independent study programs  
52060 Local Control and Accountability Plan  
52522 Adult education alternative instructional delivery  
52523 Adult education as supplement to high school curriculum; criteria

56026 Individuals with exceptional needs

58500-58512 Alternative schools and programs of choice

#### FAMILY CODE

6550 Authorization affidavits

#### CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study 19819 State audit compliance

#### UNITED STATES CODE, TITLE 20

6301 Highly qualified teachers

#### COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365  
EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Elements of Exemplary Independent Study

California Digital Learning Integration and Standards Guidance, April 2021

#### EDUCATION AUDIT APPEALS PANEL PUBLICATIONS

Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

#### WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Policy OXNARD SCHOOL DISTRICT

adopted:

## Oxnard SD | AR 6158 Instruction

**Independent Study****Definitions**

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Education Code 51747.5. (Education Code 51745.5)

**Educational Opportunities**

For the 2021-22 school year, the district shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction

(cf. 6143 - Courses of Study)

2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum

3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum

4. Continuing and special study during travel

(cf. 5112.3 - Student Leave of Absence)

5. Volunteer community service activities that support and strengthen student achievement

6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction.

(cf. 0420.4 - Charter Schools)

(cf. 6142.4 - Service Learning/Community Service Classes)

(cf. 6181 - Alternative Schools/Programs of Choice)

In addition, when requested by a parent/guardian due to an emergency, vacation, or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her

regular classes.

(cf. 5113 - Absences and Excuses)

### Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary time frame. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Students participating in independent study shall have access to internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code 46300.6, 51747.3) Providing access to local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### Eligibility for Independent Study

Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.

For the 2022-23 school year and thereafter, provided that experienced certificated staff is available to effectively supervise students in independent study, the Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently. A student whose academic performance is not at grade level may participate in independent study only if the school is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745) Such students may be eligible to enroll in other district programs home / hospital services.

(cf. 6183 - Home and Hospital Instruction)

(cf. 6200 - Adult Education)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant and parenting students who are primary caregivers for one or more of their children, shall be eligible for apportionment credit for independent study. (Education Code 51745)

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6184 - Continuation Education)

### Written Agreements

A written agreement shall be developed and implemented for each student participating in independent study for five or more consecutive school days. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but not be limited to, all of the following: (Education Code 51747; 5 CCR 11700)

1. The manner, time, frequency, and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources, including materials and personnel that will be made available to the student
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the number of missed assignments, which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one academic year.
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate
8. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

(cf. 5144.1 - Suspension and Expulsion/Due Process)

9. Signatures of the student, the parent/guardian or caregiver of the student if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

The signed, dated agreement may be maintained on file electronically. (Education Code 51747)



The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Superintendent or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

### Monitoring Student Progress

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant.

However, the independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in the written agreement as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to a regular school program or other alternative program.

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

### Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator shall be to:

1. Ensure that the district's independent study option is operated in accordance with law, Board policy, and administrative regulation and is substantially equal in quality and quantity to the classroom instruction
2. Obtain and maintain current information and skills required for the operation of an independent study program that meets established standards for the district's educational programs
3. Develop and manage the budget for independent study
4. Authorize the selection of certificated staff to be assigned as independent study teachers
5. Supervise any staff assigned to independent study functions that are not regularly supervised by another administrator
6. Approve or deny the participation of students requesting independent study
7. Facilitate the completion of written independent study agreements
8. Ensure a smooth transition for students into and out of the independent study mode of instruction
9. Approve all credits earned through independent study and forward the information to the appropriate staff so that the information becomes part of the student's record

10. Complete or coordinate the preparation of all records and reports required by law, Board policy, or administrative regulation

### Assignment and Responsibilities of Independent Study Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

(cf. 4112.2 - Certification)

The principal and independent study administrator may recommend, and the Superintendent shall approve the assignment of teachers to directly supervise independent study and/or work with students on specific subject matter. The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

(cf. 4131 - Staff Development)

The ratio of student average daily attendance to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall be to:

1. Complete designated portions of the written independent study agreement and add additional information to the written agreement when appropriate
2. Supervise and approve coursework
3. Design lesson plans and make assignments
4. Maintain records of student assignments showing the date the assignment is given and the date the assignment is due
5. Provide direct instruction and counsel as necessary for individual student success
6. Regularly meet with the student to discuss the student's progress
7. Judge the time value of assigned work or work products completed and submitted by the student
8. Assess student work and determine and assign grades or other approved measures of achievement
9. Select and save representative samples of the student's completed and evaluated assignments for each subject, signed or initialed and dated in accordance with item #3 in the section on "Records" below. One sample per course listed on the master agreement. Sample must not be an exam.
10. Maintain a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
11. Maintain any other required records and files on a current basis record

The Superintendent or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study.
2. A separate listing of the students, by grade level, program, and school, who have participated in independent study along with the units of the curriculum attempted and units of the curriculum completed by students in

grades K-8 as specified in their written agreements.

3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher.

4. A daily or hourly attendance register, as appropriate to the program in which the students are participating, separate from classroom attendance records, and maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.

(cf. 3580 - District Records)

The above records shall be maintained for three years, excluding the current fiscal year.

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

Each school shall maintain records for the students at that school.

A written record of the findings of any evaluation conducted after the student has missed the number of assignments specified in Board policy shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

(cf. 5125 - Student Records)

Regulation OXNARD SCHOOL DISTRICT

## ENROLLMENT

### NOTICE OF INDEPENDENT STUDIES AMENDMENTS PER AB/SB 130

For the 2021-22 school year only, school districts are required to offer students independent study. **For special education students or students with a 504 Plan, participation in independent study continues to be subject to IEP team or 504 team determination as already provided in the law.**

The amendments to independent study enacted under A.B. 130 require the following:

- (a) Independent study will now be offered to students whose health would be put at risk by in-person instruction, as determined by the student's parent or guardian for the 2021-2022 school year only.
- (b) Students who enroll in independent study will be expected to participate in the following:
  - 1. Grades TK-3: Daily synchronous instruction, **and asynchronous instruction as required by the student's teacher**
  - 2. Grades 4-8: Daily live interactions, at least weekly synchronous instruction, **and asynchronous instruction as required by the student's teacher**

Additional information regarding the instructional time that students will be expected to participate in *to fulfill the full grade-level instructional minutes*, as well as the curriculum and nonacademic supports available to students in independent study will be provided during the pupil-parent- educator conference described in Section (f), below.

- (c) Tiered re-engagement procedures must be implemented for students who are not in attendance for more than three school days or 60% of instructional days in a school week, or who are in violation of their written learning agreement. These procedures must include at least the following:
  - 1. Verification of current contact information for each enrolled pupil.
  - 2. Notification to parents or guardians of lack of participation within one school day of the absence or lack of participation.
  - 3. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
  - 4. A clear standard for requiring a pupil-parent-educator conference to review a

pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being.

(d) The following rights and procedures will apply to students who wish to enroll, disenroll, and reenroll in independent study:

1. For enrollment in the independent study program, an independent study agreement must be signed by the student (or the student's parent or legal guardian if the student is not at least 18 years old), the teacher who will be responsible for the general supervision of the student, and all other persons who will be directly responsible for providing assistance to the student no later than 30 days after the first day of instruction;
2. Parents and guardians have a right to request a pupil-parent-conference, as described in Section (f), below, before enrollment in an independent study program;
3. A plan must be put in place to transition students who wish to return to in-person instruction expeditiously upon parent request (no later than 5 instructional days).  
**Student is not guaranteed placement back at his/her home school upon return to in-person instruction.**

For more information regarding these procedures or the independent study programs available, please contact **Richard Caldwell** at **(805) 385-1501 ext. 2161**.

- (e) Before signing a learning agreement, a parent or guardian of a student can request a phone, videoconference, or in-person pupil-parent-educator conference or other school meeting where the student, parent or guardian, or, if requested, an education advocate, may ask questions about the educational options, including which curriculum and nonacademic supports will be available to the student through independent study before making a decision about enrollment or disenrollment in the various options for learning.
- (f) A student's participation in live interaction and synchronous instruction must be documented on each school day, as applicable, in whole or in part, for which independent study is provided.
- (g) Written or computer-based evidence of student engagement must be maintained for each course and student, including a grade book or summary document that, for each course, lists all assignments, examinations, and associated grades.
- (h) Participation in independent study is optional and no student is required to participate.



# Oxnard School District

## INDEPENDENT STUDY PROGRAM OVERVIEW

### 2021-2022

#### **Program Purpose**

The purpose of the Independent Study (IS) program is to provide an optional alternative instructional program for eligible students whose needs may be best met through study outside of the regular classroom setting (OSD Board Policy 6158). Independent Study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult.

#### **Application Process**

Parents may apply for their child to be placed within the Independent Study program by submitting an INDEPENDENT STUDY PROGRAM APPLICATION to the District's Director of Pupil Services. See the attached INDEPENDENT STUDY APPLICATION.

#### **Course of Study**

Students in Independent Study work under the guidance of a teacher to complete assignments independently. Components of the Independent Study program are provided via distance learning (online) or in person, with arrangements made in advance. As part of the method of study, students *in grades TK – 3 are required to attend daily, synchronous instructional meetings with the teacher either in person or via internet or telephonic communication. Students in grades 4 – 8 are required to attend daily live interaction meetings with LEA classified or certificated staff to maintain school connectedness and synchronous instruction meetings with the teacher for the purposes of classroom instruction at least once per week.*

The teacher assigns coursework via an Assignment Log, and students are required to complete the assignments within the designated time outlined on the assignment log. If students experience a need for academic or social/emotional support, the Student Success Team (SST) will meet with the student and parent/guardian to discuss different supports available and develop a plan for support.

Students who do not complete assignments or who fail to meet with the teacher as required will be subject to an evaluation process and possible removal from the Independent Study Program. If the student is not able to meet the requirements of the Independent Study Program, he/she would be returned to the regular school program.

As part of the Independent Study Agreement, families are required to provide access to internet services during the meeting with the teacher. Oxnard School District provides each student with an iPad as part of its regular program. Oxnard School District also has a limited number of internet Wi-Fi devices ("hotspots") which are provided based upon need.

In designing learning opportunities for an Independent Study student, teachers use the INDEPENDENT STUDY COURSE ASSIGNMENT FORM, which describes:

1. the method of study,
2. method of evaluation,



# Oxnard School District

## INDEPENDENT STUDY PROGRAM OVERVIEW

### 2021-2022

3. resources and
4. requirements for reporting and submission of work.

Teachers must specify the regular “due date” and time for the completion and submission of all student work. Teachers are also responsible for the completion INDEPENDENT STUDY WEEKLY ASSIGNMENT LOG, which describes:

1. the assignment (including CCSS addressed)
2. assignment credit (number of hours)
3. method of study
4. method of evaluation
5. due date

### **Student Eligibility**

Independent Study works best for the student when the parent/guardian is willing and able to set aside 20-25 hours per week for educating the student at home.

Students who are successful in Independent Study have some typical characteristics that are listed below:

- An ability to work independently
- Normal or above self-management skills and self-regulation skills
- Strong work habits
- Access to adults at home who can support learning
- Normal or above ability to focus and concentrate
- An ability to use technology and school district learning platforms proficiently
- Is self-motivated
- Performs at grade level or above
- Has good time management skills
- Has good attendance and behavior

All students within Oxnard School District are eligible to apply for the Independent Study program. Students will be granted acceptance into the program unless the Independent Study Program Coordinator finds cause to deny the request based upon:

- Student has previously been exited from the Independent Study program due to failure to comply with program guidelines.

### **Statement of Voluntary Participation:**

Independent study is offered at the district's option. Students will be permitted to enroll in independent study only if it is determined to be an appropriate alternative. No student may be



# Oxnard School District

## INDEPENDENT STUDY PROGRAM OVERVIEW

### 2021-2022

required to participate in independent study and every student participating in independent study has the option of returning to the regular school program. **Placement decisions involving independent study for students with an IEP must be made via the IEP team.**

#### **Standards Aligned - EC 51745(a)(3)**

Independent study is not an alternative curriculum so all courses and materials are aligned to state content standards and textbooks are those most recently adopted by the State Board of Education. Supplemental materials may be used to respond to individual student interests and learning styles. Materials that are sectarian in nature are not used pursuant to the California Constitution, Article IX, Section 8.

#### **Equal Educational Opportunity - EC 51745(a)(3)**

By law, the independent study option is to be substantially equivalent in quality and quantity to classroom instruction, and shall not be provided as an alternative curriculum.

#### **Teacher Responsibilities**

Teachers are responsible for:

1. Knowing the contents within this handbook
2. Developing an individualized course of study that reflects grade level content standards for the Independent Study student
3. Completing the INDEPENDENT STUDY MASTER AGREEMENT with the student and family
4. Meeting with the student and family according to the Independent Study program design
5. Keeping accurate records of student work, completion of assignments, progress towards academic goals, adherence to curricular expectations
6. Maintaining regular communication with the student/family regarding program expectations and the student's progress toward them
7. Reporting grades for each content area and course of study at established District reporting periods
8. Maintaining lesson plans and gradebook, submitting them upon request to the District Independent Study Coordinator
9. Following the evaluation process outlined in the INDEPENDENT STUDY MASTER AGREEMENT for any student not meeting expectations
10. Adhering to any accommodations an offer of services for a student with a disability as outlined within an IEP or section 504 plan
11. Maintain accurate time accounting for student attendance and report that attendance to the District Independent Study Coordinator
12. All synchronous and asynchronous assignments will be posted on Canvas
13. All student work will be reviewed and monitored through Canvas.





# Oxnard School District

## INDEPENDENT STUDY PROGRAM OVERVIEW

### 2021-2022

#### **Attendance Procedures:**

Students in Independent Study work under the guidance of a teacher to complete assignments independently. Students are required to attend regular online meetings with the Independent Study teacher as outlined below:

Grades TK – 3: Students will meet with the teacher for synchronous instruction for **60** minutes daily.

Grades 4 – 8: Students will meet with the teacher once per week for **60** minutes for synchronous instruction and will check-in daily with LEA classified or certificated staff (in person, via internet or telephone) for progress monitoring, wellness checks, review of prior or upcoming assignments, and/or instruction for 20 minutes/day.

Teachers utilize the Independent Study Weekly Assignment Log (attached) to assign the week's work and determine the number of instructional minutes per assignment. Daily assignments should reflect the required instructional minutes per grade level. Assignment credit hours, live interaction and synchronous instruction time must be equivalent to grade level minimums per day 267 minutes for Kinder; 305 minutes for grades 1-3; 310 minutes for grades 4-5; and 349 minutes for grades 6-8 Per Ed Code. Attendance Credit will be issued based on attendance at daily and weekly meetings and completed assignments.

#### **Parent Responsibilities**

In addition to the agreements listed on the INDEPENDENT STUDY AGREEMENT, parents are responsible for ensuring the overall success of their child within the Independent Study program as measured by their child's progress toward academic goals. Parents are responsible for ensuring their child is available for instruction, completes assignment, meets deadlines and complies with all stipulations within course written agreements. Students who do not comply with Independent Study guidelines and expectations will be subject to the evaluation process and may be exited from the program according to the due process as outlined in the INDEPENDENT STUDY AGREEMENT. Parent is responsible for adhering to each of the requirements outlined in the Master Agreement.

#### **Student Responsibilities**

In addition to the agreements listed on the INDEPENDENT STUDY AGREEMENT, students are responsible for completing assignments, attending scheduled live interaction meetings and synchronous instruction time, meeting deadlines and complying with all stipulations within course written agreements. Students who do not comply with Independent Study guidelines and expectations will be subject to the evaluation process and may be exited from the program according to the due process as outlined in the INDEPENDENT STUDY AGREEMENT.

#### **Special Circumstances – Students with a Disability**

\*NOTICE FOR STUDENTS WITH A DISABILITY (IEP OR SECTION 504 PLAN):

**Students with a disability (IEP or Section 504) must meet prior to acceptance into INDEPENDENT STUDY.**



# Oxnard School District

## INDEPENDENT STUDY PROGRAM APPLICATION

### 2021-2022

*The Board of Education authorizes independent study as an optional alternative instructional strategy for eligible students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult.*

Students in Independent Study work under the guidance of a teacher to complete assignments independently. Grades TK – 3: Students will meet with the teacher for synchronous instruction for **60** minutes daily. Grades 4 – 8: Students will meet with the teacher once per week for **60** minutes for synchronous instruction and will check-in daily with LEA classified or certificated staff (in person, via internet or telephone) for progress monitoring, wellness checks, review of prior or upcoming assignments, and/or instruction for **20 minutes/day**. The teacher is able to meet at home or online with the family, and the arrangements to meet need to be made in advance. The teacher assigns coursework via an Assignment Log, and students are required to complete the assignments within the designated time. Students who do not complete assignments or who fail to meet with the teacher as required will be subject to an evaluation process and possible removal from the Independent Study program. In which case, the student would be returned to the regular school program.

The Supervising Administrator for Independent Study in Oxnard School District is Dr. Richard Caldwell, who can be reached at 805-385-1501 X 2161 or via the Oxnard School District webpage (Department of Pupil Services).

#### **ADVISEMENTS:**

##### **Teacher Quality - EC 51747.5, which recognizes EC 44865 and 44300**

Independent study teachers shall be an employee of the school district, charter school, or COE who possesses a valid certification document.

##### **Standards Aligned - EC 51745(a)(3)**

Independent study is not an alternative curriculum so all courses and materials are aligned to state content standards, and textbooks are those most recently adopted by the State Board of Education. Supplemental materials may be used to respond to individual student interests and learning styles. Materials that are sectarian in nature are not used pursuant to the California Constitution, Article IX, Section 8.

##### **Equal Educational Opportunity - EC 51745(a)(3)**

By law, the independent study option is to be substantially equivalent in quality and quantity to classroom instruction, and shall not be provided as an alternative curriculum.

Statement of Voluntary Participation:

Independent study is offered at the district's option. Students will be permitted to enroll in independent study only if it is determined to be an appropriate alternative. No student may be required to participate in independent study, and every student participating in independent study has the option of returning to the regular school program. Placement decisions involving independent study for students with an IEP must be made via the IEP team.



# Oxnard School District

## INDEPENDENT STUDY PROGRAM APPLICATION

2021-2022

Student Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Application for school year \_\_\_\_\_ Grade level enrolling \_\_\_\_\_

Address \_\_\_\_\_ Zip code \_\_\_\_\_

Parent (Guardian) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Email \_\_\_\_\_

Is there an at-home parent/guardian? \_\_\_\_\_ How many hours per week will you be able to devote to the planning, delivery, and assessment of lessons? \_\_\_\_\_

1. Reason(s) for requesting Independent Study: \_\_\_\_\_

\_\_\_\_\_

2. Describe student's school history:

\_\_\_\_\_

3. the student GATE certified? Yes \_\_\_\_ No \_\_\_\_.

4. Is the student enrolled in a Dual Language Program? Yes \_\_\_\_ No \_\_\_\_.

5. List any questions you may have about enrolling your child in Independent Study.

\_\_\_\_\_

6. Is it clear that you will be using the district course of study? \_\_\_\_\_

7. Is it clear that you will have primary responsibility for student support in ALL subjects according to the course objectives? \_\_\_\_\_

8. Has your student ever had or received special education services or 504 accommodations?

\_\_\_\_\_ If answer was "yes" please explain: \_\_\_\_\_

\_\_\_\_\_

9. What is the primary language in the home? \_\_\_\_\_



# Oxnard School District

## INDEPENDENT STUDY PROGRAM APPLICATION

### 2021-2022

Students who are successful in Independent Study have some typical characteristics that are listed below. Please check all that apply to your child:

- An ability to work independently.
- Normal or above self-management skills and self-regulation skills
- Strong work habits
- Access to adults at home who can support learning
- Normal or above ability to focus and concentrate
- An ability to use technology and school district learning platforms proficiently
- Is self-motivated
- Performs at grade level or above
- Has good time management skills
- Has good attendance and behavior

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For Office Use Only:

\*\*\*\*\*

Date Received: \_\_\_\_\_ Date of Enrollment Manager Contact: \_\_\_\_\_

Interview: Yes \_\_\_ No \_\_\_ Request Approved By \_\_\_\_\_ Date: \_\_\_\_\_

Enrollment Date \_\_\_\_\_ Program Instructor Assigned: \_\_\_\_\_

Date: \_\_\_\_\_

Request Denied By \_\_\_\_\_ Date \_\_\_\_\_

Reason \_\_\_\_\_

\*\*\*\*\*



# Oxnard School District

## INDEPENDENT STUDY PROGRAM MASTER AGREEMENT 2021-2022

Student's name: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Age: \_\_\_\_ Birth date: \_\_\_\_\_ Grade level (20-21): \_\_\_\_\_ School: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Special Education (IEP)\*  Section 504\*  Biliteracy Program

Independent Study Agreement Duration  
\*Agreement cannot exceed more than three trimesters (one academic year)

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

**Subjects/Courses in Which Student Is Enrolled:**

Subject/Courses	Course Number	Credit



# Oxnard School District

## INDEPENDENT STUDY PROGRAM MASTER AGREEMENT 2021-2022

### **Objectives, Methods of Study, Methods of Evaluation, and Resources:**

The student is to complete the subjects/courses listed above **including Physical Education:** Subject/course objectives reflect the curriculum adopted by the district's Governing Board and are consistent with district standards, as outlined in the district's subject/course descriptions. The specific objectives, methods of study, methods of evaluation, and resources for each course or grade level covered by this agreement will be described in the corresponding Course Assignment agreements, which are part of this agreement.

### **Statement of Voluntary Participation:**

Independent study is offered at the district's option. Students will be permitted to enroll in independent study only if it is determined to be an appropriate alternative. No student may be required to participate in independent study, and every student participating in independent study has the option of returning to the regular school program. Placement decisions involving independent study for students with an IEP must be made via the IEP team.

### **Independent Study:**

As part of the method of study, students are required to attend regular online meetings with the Independent Study teacher as outlined below:

Grades TK – 3: Students will meet with the teacher for synchronous instruction for **60** minutes daily.

Grades 4 – 8: Students will meet with the teacher once per week for **60** minutes for synchronous instruction and will check-in daily with LEA classified or certificated staff (in person, via internet or telephone) for progress monitoring, wellness checks, review of prior or upcoming assignments, and/or instruction **20 minutes/day**.

As part of the Independent Study Agreement, families are required to provide access to internet services during the meeting with the teacher. Oxnard School District provides each student with an iPad as part of its regular program. Oxnard School District also has a limited number of internet Wi-Fi devices ("hotspots") which are provided based upon need.

### **Reporting Assignments:**

Students are required to submit work to their teacher(s) via Canvas as scheduled in the Course Assignment Agreement. Independent Study assignments shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date and assignment is made and when it is due, up to the termination date of the agreement. After a student fails to submit completed assignments as scheduled for the third time, an evaluation will be made to determine whether independent study is an appropriate strategy for this student. A written record of the findings will be placed in the student's permanent record.



# Oxnard School District

## INDEPENDENT STUDY PROGRAM MASTER AGREEMENT 2021-2022

### **Re-Engagement Strategies and Evaluation**

Students in the IS program will receive a report card at the end of every trimester and will be required to take the district benchmark assessments. Benchmark assessment data, classwork, and overall grades will be reviewed throughout the year to ensure student is making adequate growth. When the student has missed the number of assignments specified in the written agreement as precipitating an evaluation, is not making adequate academic progress, and/or has missed more than nine absences, the Superintendent or designee shall conduct an evaluation to determine whether independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to a regular school program or other alternative program.

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. This process is automatically initiated when a student has three (3) missing assignments. However, the process can be initiated sooner if the supervising teacher has a concern with the student's learning and progress. The following supportive strategies will be used:

Step 1: Notification to parents/guardians of 3 missed assignments or within one school day of an absence or lack of participation in live learning or synchronous instruction.

Step 2: After 3 absences or 6 missed assignments, a meeting between the student, parent/guardian, and the teacher and/or counselor to discuss pupil needs/supports and develop an action plan as needed with continued missed assignments (6) lack of participation and/or absences (3).

Step 3: After 6 absences or continuing missed assignments (9), a meeting between the student, parent/guardian, teacher, and the independent study administrator to review and discuss the written agreement, absences/lack of work and review placement of student in the independent study program.

Step 4: After 9 absences and/or continued missing assignments (12), the Superintendent or Designee will conduct a review of student placement in the independent study program with the parent/guardian and teacher to determine one of the following:

- "Probationary" status with increased supervision and supports, as identified and needed
- Exit from Independent Study program and placement in the District's regular program of school attendance

A written record of the findings of any evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)



# Oxnard School District

## INDEPENDENT STUDY PROGRAM MASTER AGREEMENT 2021-2022

### **Transition out of Independent Study:**

Families can submit a written request to return to in-person instruction at any time during the school year. Upon receipt of the request, the district will work with the family to return the student to in-person instruction in no more than five instructional days. **Student is not guaranteed placement back at his/her home school upon return to in-person instruction.**

### **Equitable Provision of Resources and Services:**

The independent study option is to be substantially equivalent in quality and quantity to classroom instruction. Students who choose to engage in independent study are to have equivalent rights and privileges with students in the regular school program. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.

### **AGREEMENT:**

I have read and understand the terms of the Master Agreement and hereby agree to all the provisions set forth within:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Other Person(s) Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

### **Student's Agreement (Please initial beside each statement):**

I understand that:

\_\_\_\_ Independent study is a form of education that I have chosen voluntarily and I will continuously have a classroom option available to me should I choose to no longer participate in independent study.

\_\_\_\_ I understand that if my independent study contract is for greater than 15 days, daily synchronous instruction is required for students in grades TK-3, daily live interaction and at least weekly synchronous instruction for students in grades 4-8.

\_\_\_\_ I must follow the rules and standards in the District's Acceptable Use Policy and the Annual Parent Rights Notification.

\_\_\_\_ If I do not complete my assignments as specified in the Independent Study Monthly Assignment Log, my incomplete work will result in review of my placement in the Independent Study Program, and I may not be allowed to continue in Independent Study.

\_\_\_\_ I will be supervised by and will meet regularly with the assigned teacher and/or approved school personnel for my educational studies.





# Oxnard School District

## INDEPENDENT STUDY PROGRAM MASTER AGREEMENT 2021-2022

### **Parent/Guardian/Caregiver's Agreement** (Please initial beside each statement):

*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:*

- \_\_\_\_\_ Independent Study is a form of education that I have chosen for my child.
- \_\_\_\_\_ Learning 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.
- \_\_\_\_\_ If my child has an individualized education program (IEP), the IEP must specifically provide for his or her enrollment in Independent Study. Placement decisions involving independent study for students with an IEP must be made via the IEP team.
- \_\_\_\_\_ Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my student on a weekly basis to direct the child's study and measure progress toward the objectives in this agreement. It is my responsibility to promptly reschedule any appointment missed because of any emergency and to notify the teacher 24 hours in advance if I am not able to meet at a scheduled time.
- \_\_\_\_\_ If my child does not attend 3 scheduled appointments with the Independent Study teacher, the evaluation will be initiated.
- \_\_\_\_\_ I am responsible for ensuring my child meets with the teacher as scheduled, communicates with the teacher for questions/support, completes the assigned work, and for ensuring the submission of all completed assignments necessary for evaluation.
- \_\_\_\_\_ I am liable for the cost of replacement or repair for damaged or destroyed instructional materials and other school property checked out to my student.
- \_\_\_\_\_ All students in grades 3 - 8 are required to take the California Assessment of Student Progress and Performance (CAASPP).
- \_\_\_\_\_ All students in grades 5 and 7 must take the California Physical Fitness Test (PFT).
- \_\_\_\_\_ Continued enrollment in Independent Study will be based on student progress toward goals and mutual agreement between the parent, student, and teacher that Independent Study is an appropriate and successful placement for the student. Failure to complete and submit work will prompt an evaluation and may result in removal from the IS program.

I have read and understand the terms of this agreement listed above for student and parent, and I hereby agree to all the provisions set forth within:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Other Person(s) Responsible: \_\_\_\_\_ Date: \_\_\_\_\_



# Oxnard School District

## INDEPENDENT STUDY PROGRAM MASTER AGREEMENT 2021-2022

Student's Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Number of School Days: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_

**Method of Study:** Students will be supported by a variety of methods of study, including but not limited to:

- Independent Reading
- Textbook Activities
- Problem Solving
- Study Projects
- Notetaking
- Project-based learning
- Online collaboration
- Instructional video
- Web-based application
- Written assignment
- Repeat Practice
- Experiential Learning
- Web/Internet Research
- Field Trips
- Other: \_\_\_\_\_

**Method of evaluation:** Final grade is determined by the quality of student work as defined by district and state subject-area standards. The methods of evaluation used to determine if the student met the academic objectives for each attendance period are varied and include but are not limited to:

- Teacher-made Tests
- Student Conferences
- Chapter/Unit Tests
- Work Samples
- Observations
- Portfolios
- Learning Journals
- Presentations
- Quizzes
- Finals
- Presentation
- Written or oral report
- Written or oral test
- Interview
- Project
- Demonstrations of skill
- Technology-based presentation
- Completed assignment
- Other: \_\_\_\_\_

**Resources:**  Grade-level curriculum  Supplemental materials  Web-based content  App-based Content  Technology resources  Classroom materials  Internet access device  Other: \_\_\_\_\_

### Reporting and Submission

Students are required to submit work to their teacher(s) as scheduled.

**Method of Submission (if electronic, specify platform):** \_\_\_\_\_

Regular assignments\* must be submitted by: \_\_\_\_\_ day of the week at:

\_\_\_\_\_ AM / PM

\*Teacher may assign coursework with a longer due date if the duration does not exceed 20 school days.



# Oxnard School District

## INDEPENDENT STUDY WEEKLY ASSIGNMENT LOG 2021-2022

Classroom Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

For the Week of: \_\_\_\_\_

Student's Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Code: \_\_\_\_\_

Assignment: (Include standard)	Assignment Credit Hours	Method of Study (See above)	Method of Evaluation (See above)	Due Date