

# BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL (“BCCHS”) INDEPENDENT STUDY WRITTEN AGREEMENT

Pupil Information					
Pupil Name:		ID #		Grade:	
Address:		Age:		Birthdate:	
Parent/Guardian:		Parent/Guardian:			
City and Zip:		Phone (while away):			
School Enrolled:	Birmingham Community Charter High School	I.S. Reason:			
Program Placement: GE SPED Other:					

Duration of Agreement				
Beginning Date:		End Date:		Assignments Due Date:
Total Schools Days of the Agreement:				Supervising Teacher:

This contract for Independent Study is for pupils whose parent, guardian or caregiver (or the pupil, age 18 or over) voluntarily enroll their child in, independent study either as their educational option or to accommodate travel plans or other situations, such as quarantine, requiring the pupil to be away from school.

**Pupil-Parent-Educator Conference:** Before signing a written agreement for Independent Study, a pupil, or their parent, guardian, or caregiver if the pupil is less than 18 years of age, may request that the Charter School conduct a telephone, videoconference, or in-person parent-pupil-educator conference, during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate may ask questions about educational options, such as academic and nonacademic supports that will be made available to participating pupils, and the curriculum offerings.

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

- **Objectives:** We understand that the pupil is to complete the subjects/courses listed below, and that subject/course **objectives** reflect the curriculum adopted by BCCHS's governing board and are consistent with BCCHS standards, as outlined in BCCHS's subject/course descriptions. BCCHS shall provide content aligned to grade level standards that is substantially equivalent to in-person

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instruction which includes access to all courses offered by BCCHS for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.

- **Methods of study:** We understand that methods of study for the pupil shall include but are not limited to independent reading, textbook activities, computerized curriculum, essays, projects, listening to and engaging in teacher made lessons, and drill & practice.
- **Methods of evaluation:** We understand that methods of evaluation for the pupil will include quizzes, tests, work samples, observations, state standards testing, labs, final examinations.
- **Resources:** We understand that BCCHS will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

### Course Credits to be Earned Upon Completion:

Subject/Course	Credits	Subject/Course	Credits

**Additional Classes:** If the pupil satisfactorily completes all of the above subjects/courses before the ending date of the agreement, a supplemental agreement adding one or more courses/subjects may be completed and attached to the original agreement. The supplemental agreement shall meet all signature requirements as the original agreement.

**The manner, time, frequency, and place for submitting a pupil’s assignments, for reporting the pupil’s academic progress, and for communicating with a pupil’s parent or guardian regarding a pupil’s academic progress:**

**Manner:** one to one

**Time:** during school hours as agreed upon by Supervising Teacher and student

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**Frequency:** Every five instructional days

**Place:** In person on campus or through a virtual internet connection.

**Pursuant to law, pupils will be offered the opportunity to engage in Synchronous learning according to the following guidelines:**

- Grades 9 to 12 — at least weekly synchronous instruction for all pupils throughout the school year.

Pursuant to this Agreement, synchronous instruction, online and/or on site, shall be provided to students a minimum of one (1) time per week.

**Board Policies:** According to the BCCHS independent study policy for all pupils in grades 9-12, **the maximum length of time allowed between the date the assignment is made and the date the assignment is due is twenty instructional days. In extenuating circumstances, the supervising teacher and pupil may extend this time period for up to a total of 30 instructional days.**

The CEO/Principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:

- a. **After 10 missed assignments during any period of thirty (30) school days**
- b. In the event a student’s educational progress falls below satisfactory levels as determined by the Student’s Progress Report, SSPT (Student Success Progress Team), SST (Student Success Team), or as indicated in the course syllabus which considers ALL of the following indicators:
  - The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
  - The completion of assignments, assessments, or other indicators, such as student’s attendance record and parental involvement that evidence that the pupil is working on assignments. Student absences, any falsification of information by student and/or parent, failure to return school equipment, unresponsiveness by parent/student to school communications, and/or lack of parental involvement are all indicators to be considered as a trigger for evaluation.
  - Learning required concepts, as determined by the supervising teacher.
  - Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. Should it be determined that independent study is not in the best interest of the pupil, the Independent Study Coordinator shall issue a notice of involuntary removal student and parent/guardian. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

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**Statement Regarding Special Populations:** BCCHS shall utilize its Student Success Progress Team process to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities Education Act (“IDEA”) and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil’s individualized education program (“IEP”). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The school complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.

**Voluntary Statement:** We understand that independent study is an optional educational alternative that pupils voluntarily select and in which no pupil may be required to participate. Any pupil covered under California Education Code sections 48915 and 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

**Quality and Quantity: Rights and Privileges; Resources and Services:** The independent study option is to be substantially equivalent in quality, quantity, and intellectual challenge to classroom instruction. Pupils who choose to engage in independent study are to have equality of rights and privileges with the same access to existing services and resources as pupils in the regular on-site school program.

Participating pupils will be offered access to resources, including, but not limited to, standards-aligned instructional materials, appropriately credentialed teachers, academic and nonacademic staff, and equipment and internet connectivity to enable them to adequately participate in their program and complete assigned work. Pupils who are not performing at grade level and/or need other supports will be offered access to them, as determined by the general supervising teacher.

## **Pupil Responsibilities:**

*I understand that:*

- Independent Study is a form of education that I have voluntarily chosen.
- If I do not complete assignments given, my incomplete work will result in an evaluation to determine how much credit I will receive for the work completed. *I agree to:*
- Complete my assigned work by its due date, as explained by my teacher or teachers and described in my written assignments.
- Engage on each school day on assigned educational activities and understand that failure to do so, may prevent my participation in independent in the future.
- Participate in synchronous instruction as assigned and scheduled by the School.

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**English Language Development Program for Students who have not Reclassified:**

*I understand that if my student has not reclassified, he may be enrolled in an English Language Development program and may be required to participate in on-site and/or online activities including but not limited to ELPAC boot-camp, ELD strategies seminar, and/or ELD courses.*

**Parent/Guardian/Caregiver Responsibilities:**

*I understand that Independent Study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed under “Pupil.” I also understand that:*

- I am responsible for supervising my child while my child is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due.
- I am liable for the cost of replacement or repair for willfully damaged books, materials and other school property checked out to my child.
- I understand that BCCHS is not responsible for student transportation or the safety of student traveling to or from BCCHS.

**AGREEMENT:**

**We have read this agreement, and hereby agree to all the conditions set forth within. We further understand that on the date the contract ends the parent/guardian or pupil must schedule a meeting with their assigned counselor before returning to the regular classroom. Written agreements may be signed using an electronic signature that complies with state and federal standards and as approved by the California Department of Education. An electronic signature is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature.**

**Certificated employee who has been designated as having responsibility for the general supervision of independent study**

**Certificated Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Pupil Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Counselor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certificated employee designated as having responsibility for the special education programming of the pupil, as applicable:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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