

Policy 6158: Independent Study**Status:** ADOPTED**Original Adopted Date:** 04/20/2026 | **Last Reviewed Date:** 04/20/2026**ATTENDANCE RECOVERY POLICY****1. Purpose**

The purpose of this Attendance Recovery Policy is to provide students with an opportunity to recover lost instructional time due to absences. This program ensures students remain on track academically while enabling the California School of the Arts - San Gabriel Valley to recover instructional minutes for apportionment purposes, in accordance with Education Code § 46211.

2. Eligibility

Students are eligible to participate in attendance recovery for excused and unexcused absences, including chronic absenteeism.

3. Recovery Sessions

- Sessions must be voluntary and held outside of the student's regular instructional day (e.g., after school, Saturdays, intersession) with at least one opportunity provided per term.
- Instructional content during recovery must consist of educational activities and content aligned to grade level standards that are substantially equivalent to the student's regular instructional program, which may include one-on-one or small group tutoring.
- Students may make up to 1 days' worth of attendance in a school year, or the number of days they were absent.

4. Documentation

To receive apportionment credit under EC § 46211:

- Attendance must be documented with a daily sign-in sheet, including student name, date, time-in and time-out, and staff signature.
- The documentation must demonstrate the student-to-certificated teacher ratio.
- A record of the absence being recovered must be maintained.
- Participation records will be retained for audit purposes in compliance with California Department of Education (CDE) requirements.

5. Limitations

- A student may not recover more time than was originally lost due to excused absences.
- Attendance recovery cannot be used to supplant regularly scheduled instruction.
- No fees shall be charged to students participating in recovery sessions.

6. Staffing and Supervision

Recovery sessions must be supervised by certificated staff members qualified to provide instruction or academic support. A student-to-certificated teacher ratio of 10 to 1 for transitional kindergarten and

kindergarten or 20 to 1 for grades 1 to 12, inclusive, shall not be exceeded.

7. Program Monitoring

The site principal or designated administrator is responsible for:

- Coordinating session schedules
- Identifying eligible students
- Ensuring compliance with attendance and instructional guidelines

8. Review and Updates

This policy shall be reviewed annually and updated to reflect changes in law, regulations, or School needs.

INDEPENDENT STUDY INSTRUCTIONAL CONTINUITY PLAN FOR STUDENTS AFFECTED BY SCHOOL CLOSURE OR EMERGENCY

For any student impacted by fire, flood, snowstorm, impassable roads, epidemic, earthquake, the imminence of a major safety hazard as determined by the local law enforcement agency, a strike involving transportation services to pupils provided by a non-school entity or an order provided for in Education Code section 41422, the School shall offer those students independent study within 10 instructional days of the first day of a school closure or emergency. Students with exceptional needs shall receive the services identified in their individualized education programs and may participate in independent study.

As soon as possible, unless prohibited under the direction of the local or state health officer, the School shall reopen for in-person instruction. Instruction for students impacted by such emergencies shall be provided in accordance with relevant provisions of the School's Comprehensive School Safety Plan, laws generally governing independent study, and this policy.

CSArts-SGV Independent Study Board Policy

It is the intent of the California School of the Arts-San Gabriel Valley ("CSArts-SGV") Board of Trustees to provide the highest quality educational experience to meet the individual needs and interests of each student. The Board of Trustees authorizes independent study, as an optional alternative instructional strategy for eligible CSArts-SGV students in certain situations whose needs may be best met through study outside of the regular classroom setting.

Traditional independent study may be offered on a short-term basis and shall not exceed fifteen (15) school days within one school year. In limited circumstances and at the sole discretion and approval of CSArts-SGV's Principal or designee, CSArts-SGV may offer long-term course-based independent study for eligible students for 16 or more schooldays to meet the student's needs.

Both a student's parent or guardian and CSArts-SGV must mutually agree upon the student's placement in independent study. No student shall be required to enroll in independent study. (Education Code 51747, 51749.5) Students participating in independent study shall have the right, at any time, to enter or return to the traditional classroom mode of instruction. (Education Code 51747; 5 CCR 11700) CSArts-SGV may deny a student's participation in independent study or remove a student from independent study.

In the case of students referred or assigned to independent study during their suspension, expulsion or the suspension of their expulsion order by the CSArts-SGV Board of Trustees, independent study instruction may be provided to the student only if the student is offered the alternative of classroom instruction.

Independent study for each student shall be coordinated, evaluated, and under the general supervision of a CSArts-SGV employee who possesses a valid certification document pursuant to Education Code section 44865 or an emergency credential pursuant to Education Code section 44300. (Education Code 51747.5)

Eligibility for Independent Study and Student Participation

Parents or guardians of students who are interested in short-term independent study may contact the Principal or designee. CSArts-SGV may offer long-term course-based independent study for eligible students for 16 or more schooldays to meet the student's needs in limited circumstances and at the sole discretion of the Principal/designee.

The Principal or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet CSArts-SGV's requirements for participation and is likely to meet the performance expectations of the independent study program.

The Principal 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 participating in independent study must be enrolled in CSArts-SGV and meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1.

A student with exceptional needs, as defined in Education Code 56026, may participate in independent study if his/her individualized education program specifically provides for such participation. (Education Code 51745)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through independent study and may be referred to a home-hospital program, if eligible. (Education Code 51745)

Student participation in independent study shall be voluntary. Students participating in independent study must have written parent permission. The Principal or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student.

Students participating in CSArts-SGV's independent study program shall not be assessed a fee that is prohibited by Education Code 49011.

Students shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to internet connectivity necessary to participate in the course.

Equivalency

Students participating in independent study will have access to the same courses offered by CSArts-SGV for graduation, and the approved University of California a-g course offerings. 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)

Students enrolled in independent study will have access to the equivalent of their conservatory instruction, as determined to be appropriate by each student's Conservatory Director.

Student Evaluation

The Principal or designee will establish guidelines and procedures for student evaluation, including, but not limited to, guidelines and procedures for assignment due dates and submission procedures, progress monitoring, and grade reporting. For short-term independent study, the Principal or designee will generally direct the participating student's current teachers to assess the student's work and monitor progress.

Monitoring Student Progress

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 to address a student's failure to meet the terms of his/her written

agreement:

1. A letter or digital communication 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; and
4. An increase in the amount of time the student works under direct supervision.

Students will be evaluated to determine whether it is in their best interest to remain in independent study when any of the following conditions exist:

1. The student fails to complete 60% of total assignments;
2. The student fails to complete daily check-ins with the Principal/designee or supervising teacher; or
3. The student otherwise fails to make satisfactory educational progress as determined by the Principal/designee or supervising teacher.

Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747(b)(2); Education Code 51749.5(a)(8)(A))

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 of required concepts, as determined by the supervising teacher; and
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher.

The Principal/designee's evaluation of a student's participation in independent study may result in termination of the independent study agreement and the student's return to regular classroom instruction.

Written Agreements – Short Term Traditional Independent Study (15 or less school days)

Short-term independent study agreements shall direct students as to how to contact their teachers to obtain assignments and due dates for the submission of each assignment. The short-term 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 a student's assignments, for reporting the student's academic progress, and for communicating with the student's parent or guardian regarding a 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, personnel, and access to internet connectivity and devices adequate to participate in the educational program and complete assigned work.
4. A statement of CSArts-SGV's policies adopted pursuant to Education Code 51747 subdivisions (a) and (b)

regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the student should be allowed to continue in independent study.

5. The duration of the short-term independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement. No short-term independent study agreement shall be valid for any period longer than 15 school days per school year.
6. 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, students in foster care or experiencing homelessness, and students requiring health supports. CSArts-SGV shall provide services to students with an individualized education program ("IEP") and a Section 504 plan consistent with their program or plan.
7. A statement that independent study is an optional educational alternative in which no student may be required to participate.

For students participating in independent study scheduled for 15 or fewer school days, the written agreement shall be signed and dated, during the school year in which the independent study program takes place, by the student, the parent/guardian or caregiver of the student if the student is under 18 years old, the certificated employee responsible for the general supervision of independent study, and the certificated employee designated as having responsibility for special education programming for the student, as applicable. (Education Code 51747; 5 CCR 11702)

Course-based Long-Term Independent Study (16 or more school days)

CSArts-SGV's course-based independent study program for students in grades 9-12 shall be subject to the following requirements (Education Code 51749.5):

1. A signed learning agreement shall be completed and on file for each participating student pursuant to Education Code 51749.6.
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by CSArts-SGV or by another charter school, school district or county office of education with which CSArts-SGV has a memorandum of understanding to provide the instruction.
3. Courses shall be annually certified by resolution of the CSArts-SGV Board of Trustees to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. Students shall have access to all courses offered by CSArts-SGV for graduation and approved by the University of California or California State University as creditable under the A-G admissions criteria.

The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses.

4. For students in grades 9 to 12, CSArts-SGV shall provide students in long-term independent study opportunities for at least weekly synchronous instruction throughout the school year.
5. Students enrolled in independent study courses shall meet the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.
6. Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of their written independent study agreement. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, a plan for outreach from CSArts-SGV to determine student needs,

including connection with health and social services as necessary, and 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."

CSArts-SGV's tiered reengagement strategies for course-based independent study are consistent with those set out above under "Monitoring Student Progress."

7. Examinations shall be administered by a proctor.
8. Statewide testing results for students in an independent study course shall be reported, assigned to, and included in the aggregate results of CSArts-SGV. Test results shall be disaggregated for the purposes of comparisons with the test results of students enrolled in classroom-based courses.
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
10. For each student, the combined equivalent daily instructional minutes for courses in CSArts-SGV's long-term course-based independent study program shall meet the applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.
11. Courses required for high school graduation or for admission to the UC or CSU shall not be offered exclusively through independent study.
12. CSArts-SGV shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

Written Agreements – Long-Term Course-Based Independent Study (16 or more school days)

Before enrolling a student in a course within CSArts-SGV's course-based independent study program, the Principal or designee shall provide the student and, if the student is under 18 years old, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of CSArts-SGV's policies and procedures related to course-based independent study pursuant to Education Code 51749.5, as applicable.
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Education Code section 51749.5(a)(4).
3. The duration of the learning agreement, which shall not exceed one school year nor span multiple school years.
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program
5. 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
6. 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, students in foster care or experiencing homelessness, and students requiring mental health supports. CSArts-SGV shall provide services to students with an individualized education program ("IEP") and a Section 504 plan consistent with their program or plan.

7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a student who is suspended, expelled, or whose expulsion order had been suspended by CSArts-SGV's Board of Trustees, the agreement shall also include a statement that instruction may be provided to the student through course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.
11. A statement of the number of course credits to be earned by the student upon completion.

Before the commencement of an independent study course projected to last for 15 school days or more, the student's written independent study agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

Written independent study agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through court-based independent study. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a written agreement as described above, CSArts-SGV's Principal/designee 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 the student in independent study. (Education Code 51749.6)

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 11700-11705	Independent study
Ed. Code 147610-47615	Charter School Operation
Ed. Code 17289	Exemption for facilities
Ed. Code 41020	Requirement for annual audit
Ed. Code 41422	Emergency conditions and apportionments
Ed. Code 42238	Revenue limits
Ed. Code 42238.05	Local control funding formula; average daily attendance

State

Ed. Code 44865	Qualifications for independent study teachers
Ed. Code 46100	Length of school day
Ed. Code 46200-46208	Incentives for longer instructional day and year
Ed. Code 46300-46307.1	Methods of computing average daily attendance
Ed. Code 46390-46393	Emergency average daily attendance
Ed. Code 46600	Interdistrict attendance computation
Ed. Code 47612.5	Charter schools operations; general requirements
Ed. Code 48204	Residency requirements for school attendance
Ed. Code 48206.3	Home or hospital instruction; students with temporary disabilities
Ed. Code 48220	Classes of children exempted
Ed. Code 48340	Improvement of pupil attendance
Ed. Code 48915	Expulsion; particular circumstances
Ed. Code 48916.1	Educational program requirements for expelled students
Ed. Code 48917	Suspension of expulsion order
Ed. Code 49010	Educational activity; definition
Ed. Code 49011	Student fees; definition
Ed. Code 49501.5	School Meals
Ed. Code 51225.3	High school graduation requirements
Ed. Code 51744-51749.6	Independent study
Ed. Code 52060	Local control and accountability plan
Ed. Code 52523	Adult education as supplement to high school curriculum; criteria
Ed. Code 56026	Individual with exceptional needs; definition
Ed. Code 58500-58512	Alternative schools and programs of choice
Fam. Code 6550-6552	Caregivers

Federal

20 USC 6311	State plan
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Management Resources

California Department of Education Publication	Legal Requirements for Independent Study
California Department of Education Publication	Conducting Individualized Determinations of Need
California Department of Education Publication	California Digital Learning Integration and Standards Guidance, May 2021
California Department of Education Publication	Elements of Exemplary Independent Study
Court Decision	Modesto City Schools v. Education Audits Appeal Panel (2004) 123 Cal.App.4th 1365
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting

Management Resources

Website

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Description

[CSBA District and County Office of Education Legal Services](#)

[California Consortium for Independent Study](#)

[California Department of Education, Independent Study](#)

[Education Audit Appeals Panel](#)