

Odyssey Charter School

Independent Study Policy

*Adopted by Odyssey Charter School Governing Board
October 28, 2014*



Odyssey Charter School (the “Charter School”) may, on a case-by-case basis, offer independent study contracts for students who receive prior approval for absences exceeding three days due to travel, extended illness, or another cause of three or more days in duration. Independent study contracts will be limited to occasional, incidental instances of extended absences and will be issued following the guidelines contained in this policy.

An independent study agreement shall not exceed 30 (thirty) school days in duration. At the discretion of the Executive Director, an independent study agreement may be extended for more than 30 (thirty) school days, in the event of medical emergencies, family emergencies, or other extraordinary circumstances, but may not be granted for more than one trimester.

The objective of independent study is to meet the educational needs of students enrolled in the Charter School who are unable to be present for in-class instruction. Independent study is an option designed to complement, but not supplant, in-class instruction. Students who receive an independent study contract will be provided with reasonably adequate instructional materials and tools to ensure learning occurs during the period of his/her contract.

The following written policies have been adopted by the Governing Board for implementation of the Independent Study Policy at Odyssey Charter School:

1. A current written independent study agreement shall be maintained on file for each independent study student, including but not limited to, all of the following:
 - The manner, time, frequency, and place for submitting a student's assignments and for reporting his or her progress
 - The objectives and methods of study for the student's work, and the methods utilized to evaluate that work
 - The specific resources, including materials and personnel, that will be made available to the student
 - A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the student should be allowed to continue in independent study
 - The duration of the independent study agreement, including beginning and ending dates for the student's participation in independent study under the agreement.
 - The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no student may be

- required to participate. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the student through independent study only if the student is offered the alternative of classroom instruction
- Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or care giver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.
2. For students in all grade levels offered by the Charter School, the maximum length of time that may elapse between the time an independent study agreement ends and the date by which the student must complete the assigned work shall be 10 (ten) school days.
 3. If a student fails to complete three or more assignments during any period of 20 school days, the Executive Director or his or her designee shall conduct an evaluation to determine whether it is in the best interests of the student to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim student record. This record shall be maintained for a period of three years from the date of the evaluation and if the student transfers to another California public school, the record shall be forwarded to that school.
 4. The Charter School shall comply with Education Code Sections 51745 through 51749.3 and the provisions of the Charter Schools Act and the State Board of Education regulations adopted thereunder.
 5. The Executive Director shall establish regulations to implement these policies in accordance with the law.