

**OAK PARK UNIFIED SCHOOL
DISTRICT 5801 CONIFER STREET
OAK PARK, CALIFORNIA
91377 (818) 735-3206**

NOTICE OF SPECIAL BOARD MEETING - AGENDA #1039

Written notice is hereby given in accordance with Education Code Section 35144 that a special Board Meeting of the Board of Education of Oak Park Unified School District will be held:

DATE: Sunday, July 25, 2021
TIME: 8:30 a.m. Open Session
PLACE: **Oak Park High School Presentation Room – G9
899 N. Kanan Road, Oak Park, CA 91377**

The Board is open to the Public. Members of the public will have the right to observe the meeting and offer public comment on items on the agenda as provided on page 4 of this agenda.



Educating Compassionate and Creative Global Citizens

Call to Order _____

Pledge of Allegiance

Roll Call

Report of Closed Session Actions Taken at the July 6, 2021 Special Meeting

Adoption of Agenda

Public Comments

OPEN SESSION

A. HUMAN RESOURCES

1. **Establish New Classified Service Position – Instructional Assistant III Music and Approve Associated Job Description and Placement on Salary Schedule**
Board approval required for a new classified position for Art at Elementary Schools
2. **Establish New Classified Service Position – Instructional Assistant III Art and Approve Associated Job Description and Placement on Salary Schedule**
Board approval required for a new classified position for Music at Elementary Schools
3. **Establish New Certificated Position Elementary Literacy and Numeracy Intervention Teacher Approve Associated Job Description and Salary**
Board approval required for establishing a certificated position for 2021-2022 school year

4. Establish New Certificated Position DK-12 Virtual Teacher and Approve Associated Job Description

Board approval required for establishing a certificated position for 2021-2022 school year

B. CURRICULUM AND INSTRUCTION

1. Approve 2021-2022 Oak Park High School Handbooks/Discipline Plans

Board approval required for changes to school handbook/discipline plans

C. BOARD POLICIES

1. Approve Amendment to Board Policy and Administrative Regulation 5141.31 Immunizations

Policy updated to reflect NEW LAWS (SB 276, 2019 and SB 714, 2019) which specify conditions under which a medical exemption is effective. Policy also deletes outdated date regarding immunization requirements for enrollment or advancement to grade 7. Regulation updated to delete outdated material regarding immunization requirements for enrollment or advancement to grade 7, and to add material regarding immunization records and the California Immunization Registry (CAIR). Regulation also updated to reflect NEW LAWS (SB 276, 2019 and SB 714, 2019) addressing medical exemptions, including provisions that (1) medical exemption requests must be made by a licensed physician or surgeon on an electronic, standardized, statewide form developed by the California Department of Public Health (CDPH) and transmitted using CAIR; (2) a student who has a medical exemption issued prior to January 1, 2020 must be allowed to continue enrollment until the next grade span, except that after July 1, 2021 a student may not be admitted or advanced to grade 7 unless the student has been immunized as required or a medical exemption form has been filed; (3) temporary exemptions cannot exceed one year and all medical exemptions cannot extend beyond the grade span; (4) medical exemptions may be revoked by CDPH if it is determined that the exemption does not meet applicable criteria; (5) a parent/guardian may appeal the revocation of a student's medical exemption to the Secretary of California Health and Human Services; and (6) districts must annually file the written report on the immunization status of new students to CDPH and the local department of public health.

2. Approve Deletion of Board Policy 6157 Distance Learning

Policy deleted due to expiration of emergency legislation that temporarily waived apportionment requirements to permit distance learning for the 2020-2021 school year.

3. Approve Amendment to Board Policy and Administrative Regulation 6158 Independent Study

Policy updated to reflect NEW LAW (AB 130, 2021) which requires all districts, for the 2021-22 school year, to offer independent study to meet the educational needs of students unless a waiver is obtained and to adopt policy with specified components in order to generate apportionment for independent study. Policy updates the minimum period of time permitted for independent study to be three consecutive school days, requires an evaluation to determine if the student should continue in independent study if the student fails to make satisfactory educational progress, and requires that content be aligned to grade level standards including the requirement for high schools to offer access to all courses offered by the district for graduation and approved as creditable for A-G admission criteria. Policy also updated to include the requirement for live interaction and/or synchronous instruction based on grade level, tiered reengagement strategies for students not generating attendance for a specified period of time, expeditious transition for students whose families wish to return to in-person instruction, notice to parents/guardians of specified information, the provision of a student-

parent-educator conference, upon request, prior to enrollment and/or disenrollment, and the keeping of additional records including documentation of each student's participation in live interaction and synchronous instruction on each school day, as applicable. Policy updated to include material formerly in the AR regarding requirements for independent study and written agreements as well as new requirements regarding the same, including that written agreements must include a detailed statement of academic and other supports that will be provided to address the needs of particular students, that the agreement may be signed electronically as specified, and that, for the 2021-22 school year, the written agreement must be signed no later than 30 days after the first day of instruction. Policy updated to include material formerly in the AR regarding course-based independent study and to generally align the requirements of course-based independent study with the requirements for general independent study. Regulation updated to reflect NEW LAW (AB 130, 2021) which includes, adding definitions for "live interaction," "student-parent-educator conference" and "synchronous instruction," the requirement for all districts for the 2021-22 school year to offer independent study to meet the educational needs of students unless the district has obtained a waiver, that independent study may be offered to students whose health would be put at risk by in-person instruction as determined by the parent/guardian, the assurance of access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work, and the documentation of each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable. Material regarding requirements for independent study, written agreements and course-based independent study moved to BP.

Adjournment

Welcome to a special meeting of the Oak Park Unified School District Board of Education.

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, DOCUMENTATION IN ACCESSIBLE FORMATS, OR ACCOMMODATIONS DUE TO THE ELECTRONIC FORMAT OF THIS MEETING, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 72 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 or e-mail: raggarwal@opusd.org

The Board room is open to the public. Public comment is the opportunity for members of the public to participate in meetings by addressing the Board of Education in connection with one or more agenda items.

Public comments may be provided using one of the following options:

PUBLIC COMMENTS AT THE MEETING

The President of the Board shall inquire if there is anyone in the audience who desires to address the board with respect to any items appearing on the special meeting agenda. The speaker cards are available in the Board Room and must be completed and handed to Ragini Aggarwal, Executive Assistant, prior to the beginning of the meeting. All comments for must be limited to three minutes or less and must be restricted to items on the agenda. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

PUBLIC COMMENTS IN ADVANCE OF THE MEETING VIA THE ONLINE COMMENT FORM

Public Comments may be submitted via this link www.opusd.org/PublicComments. If you wish to make a comment regarding a matter on the agenda, please submit your comment via the form accessed by the above link before 8:30 a.m. on July 25, 2021. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting. **Please note since this is a special meeting public comments are limited to items on the agenda.**

This public comment form will be open to members of the public 24 hours prior to the meeting and will close at 8:30 am when the meeting begins.

Your comments are greatly appreciated. Thank you for your cooperation and compliance with these guidelines.

All Board Actions and Discussions are electronically recorded and maintained for thirty days. Interested parties may review the recording upon request. Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

Date: July 24, 2021

Jeff Davis, Ed.D.
Superintendent and Secretary to the Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: JULY 25, 2021
SUBJECT: A.1. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION OF INSTRUCTIONAL ASSISTANT III – MUSIC AND JOB DESCRIPTION AND PLACEMENT ON SALARY SCHEDULE

ACTION

ISSUE: Shall the Board authorize the establishment of a classified position, Instructional Assistant III – Music and approve accompanying job description and placement on the Classified salary schedule?

BACKGROUND: In the past each Oak Park USD elementary school had a part-time music specialist funded by the Parent Teacher Organization of each school. Feedback from parents and staff surveys and meetings revealed interest in implementing a comprehensive music program at all elementary schools which would allow students to transition onto band and choir programs offered at the middle and high school for interested students. OPUSD believes in educating the whole child and it is a district goal to ensure that District-wide arts, music, enrichment, and extracurricular activities complement the academic mission of our schools. Staff is recommending that the Board establish a new classified position, Instructional Assistant III – Music. This is a full-time position responsible for performing a variety of specialized music education and instruction activities under the direction of the site Principal and the Director of Curriculum and Instruction. The position will be shared between all three elementary schools and will rotate between sites every trimester. The Instructional Assistant III – Music will collaborate with classroom teachers at all elementary grade-levels across all three sites and be responsible for instructing students in vocal music, musical theory, basic instrumental music and organize grade level musical performances throughout the year. A copy of the proposed job description and salary schedule is included for the Board’s review.

ALTERNATIVES:

1. Authorize the establishment of a classified position, Instructional Assistant III – Music and approve accompanying job description and salary schedule.
2. Do not authorize the establishment of a classified position, Instructional Assistant III – Music.

FISCAL IMPACT: The recommended salary placement of the proposed position is Range 14 of the classified salary schedule and will be funded by the Oak Park Education Foundation.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JULY 25, 2021

Authorize the establishment of a classified position,
Instructional Assistant III – Music and approve accompanying
job description and salary schedule

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Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT III – ELEMENTARY MUSIC

This is a full time hourly position for 8 hours a day, for 180 days. Salary Range: Range 14, Classified Salary Schedule CC & CH & CB2

DEFINITION:

Under the supervision of the elementary principals and the Director of Curriculum and Instruction, perform a variety of specialized music education and instructional activities; perform instructional support and follow-up activities; and do other work as required.

ESSENTIAL DUTIES:

Assist instructional personnel in the implementation of music education activities following a plan developed in cooperation with instructional personnel.

- Work with individual pupils or groups of pupils in an elementary school setting.
- Instruct students in vocal music, musical theory, basic instrumental music, performance, music history and other related activities.
- Plan and organize grade-level performances throughout the year.
- Conduct rehearsals to prepare students for performances. Provide support to teachers conducting rehearsals in your absence.
- Provide musical accompaniment for music instruction, musical programs, and rehearsals.
- Assist in providing and developing musical activities and programs for integration into various classroom instructional programs.
- Maintain accurate class records. Communicate information to certificated staff regarding individual student performance and achievement.
- Set-up and operate audiovisual equipment.
- Help supervise pupils in the music classroom and on school grounds.
- Participate in staff development programs as directed.
- Assist with ordering classroom supplies and materials.
- Prepare instructional materials, which may include typing, duplicating, gathering, organizing materials.
- Assist with routine classroom procedures; maintaining a neat, clean and orderly classroom atmosphere.
- Assist with the procurement, maintenance, transportation, and storage of musical instruments and music equipment.

- Assist with the organization and arrangement and storage of classroom facilities, instructional materials.
- Work hours will consist of the normal elementary school hours with some evenings for art shows/displays. If there are evening hours they will be compensated for additional hours per the OPCA contract.
- Perform other related tasks as assigned.

QUALIFICATIONS:

Knowledge of:

- The California Arts Standards
- Vocal and instrumental music and accompaniment.
- Theory and instructional strategies utilized with students involved with vocal music areas of study.
- Basic concepts and principles of child development and behavior characteristics, behavior management strategies, and techniques utilized with students exhibiting inappropriate or atypical behavior.
- Appropriate English usage, punctuation, spelling, grammar, and arithmetical concepts.
- Principles, goals and objectives of the educational process.
- Simple record management, storage and retrieval systems.
- Appropriate human relations and duties and responsibilities of an Instructional Aide.

Ability to:

- Demonstrate enthusiasm for and interest in the instructional program.
- Communicate with and understand the needs of pupils.
- Establish and maintain cooperative and effective working relationships with children and adults.
- Collaborate effectively with classroom teachers at all elementary grade-levels across three sites.
- Collaborate with music teachers and instructional staff district wide.
- Read music, sing and play musical instruments.
- Transcribe musical notes and symbols.
- Integrate vocal and instrumental music into various classroom instructional programs across subject areas.
- Plan and organize work to meet schedules and timelines.
- Maintain records.
- Demonstrate an empathetic, patient, and receptive attitude with students who may be experiencing the need of special assistance; understand and follow specific student educational plans.
- Read, apply, and explain rules, regulations, policies, and procedures.

- Perform routine clerical tasks; operate office and educational machines and equipment.
- Understand and carry out oral and written directions.
- Serve as an appropriate positive role model for elementary-age children.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will exert 30-45 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must have an adequate range of motion in upper extremities.
- Involves walking, or standing for extended periods
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Manual dexterity to effectively use musical instruments and related equipment
- Handle and work with various materials and objects
- Work is performed in a school environment at various elementary locations throughout the district with demanding timelines and subject to frequent interruptions.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION:

- AA degree or 48 college units in any subject area
- Any combination of training and experience, which will demonstrate the knowledge and abilities listed above.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

OAK PARK UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULES CC & CH & CB2
EMPLOYEES WORKING 20 HOURS OR MORE PER WEEK
All Rates Listed as Hourly and Monthly
2021-22 SCHOOL YEAR

Board Approved: JULY 25, 2021

Proposed

Effective: July 1, 2021

JOB CLASSIFICATION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	WORK YEAR
CLERICAL SUPPORT							
Health Services Technician	10	16.79	17.80	18.90	20.04	21.26	10 Month
Student Services Assistant I	10	2909.26	3084.15	3275.84	3474.32	3686.17	10 Month
Department Clerk	10						10 Month
Guest Teacher/Interdistrict Permit Coordinator	12	17.80	18.90	20.04	21.26	22.52	11 Month
Student Services Assistant II	12	3084.14	3275.84	3474.32	3686.17	3904.59	10.5 Month
Support Services Coordinator	12						12 Month
Extended Care Assistant Site Leader	12						11 Month
ASB Bookkeeper/Athletics Secretary	14	18.90	20.04	21.26	22.52	23.89	10.5 Month
Student Services Assistant III	14	3275.84	3474.32	3686.17	3904.59	4140.23	11.5 Month
Student Services Bookkeeper	14						10.5 Month
Support Services Coordinator	14						12 Month
Accounting Assistant I	14.5	19.34	20.45	21.65	22.91	24.25	12 Month
		3352.75	3546.07	3753.83	3970.26	4201.16	
School Office Manager I	16	20.72	21.91	23.16	24.50	25.91	11 Month
Department Secretary	16	3589.99	3797.79	4014.18	4247.92	4490.35	11 Month
Department Secretary	16						12 Month
Credentials Technician	16						12 Month
Extended Care Site Leader	16						11 Month
Accounting Assistant II	16.5	21.49	22.74	24.05	25.41	26.90	12 Month
		3727.61	3941.17	4169.16	4405.76	4662.61	
School Office Manager II	17.5	21.67	22.99	24.36	25.81	27.35	11 Month
		3758.23	3984.27	4222.89	4474.04	4740.94	
School Office Manager III	18.5	22.21	23.54	24.96	26.46	28.06	11.5 Month
		3849.30	4081.56	4326.49	4587.09	4863.41	
Business Department Assistant	20	23.23	24.64	26.12	27.68	29.34	12 Month
		4028.59	4270.30	4526.50	4798.11	5086.00	
Accounting Assistant III	23	26.91	28.52	30.24	32.04	33.97	12 Month
		4663.53	4943.34	5239.95	5554.34	5887.60	
Senior Accountant	28	32.52	34.49	36.58	38.79	41.14	12 Month
		5638.02	5979.12	6340.87	6724.57	7131.56	
CUSTODIAL/MAINTENANCE/GROUNDS							
Custodian	14	18.90	20.04	21.26	22.52	23.89	12 Month
		3275.84	3474.32	3686.17	3904.59	4140.23	
Grounds Maintenance Worker	15	19.44	20.64	21.89	23.25	24.65	12 Month
		3370.04	3578.57	3793.82	4029.22	4271.41	

Head Custodian I	15.5	20.04	21.26	22.52	23.89	25.31	12 Month
		3474.32	3686.17	3904.59	4140.23	4388.64	
Head Custodian II	17	21.47	22.77	24.13	25.57	27.13	12 Month
		3723.66	3946.59	4182.05	4433.27	4700.12	
General Maintenance Worker	18	21.81	23.11	24.48	25.96	27.51	12 Month
		3780.19	4006.25	4244.88	4499.19	4769.19	
Head Custodian III	18.5	22.21	23.54	24.96	26.46	28.06	12 Month
		3849.30	4081.56	4326.49	4587.09	4863.41	
Maintenance Engineer	20	23.23	24.64	26.12	27.68	29.34	12 Month
		4028.59	4270.30	4526.50	4798.11	5086.00	
Grounds Maintenance Supervisor	21	24.64	26.12	27.68	29.34	31.16	12 Month
District Wide Head Custodian	21	4270.30	4526.50	4798.11	5086.00	5401.46	
CHILD NUTRITION SERVICES							
Child Nutrition Services Assistant I	5	14.55	15.39	16.33	17.33	18.38	180 Days
Child Nutrition Services Assistant II	7	15.39	16.33	17.33	18.38	19.46	180 Days
Child Nutrition Services Cook	8	15.84	16.79	17.80	18.90	20.04	180 Days
Child Nutrition Services Manager	10	16.79	17.80	18.90	20.04	21.26	180 Days
		2909.26	3084.15	3275.84	3474.32	3686.17	
Child Nutrition Services Assistant/Delivery	12	17.80	18.90	20.04	21.26	22.52	180 Days
		3084.14	3275.84	3474.32	3686.17	3904.59	
OTHER CLASSIFIED SUPPORT							
Assistant Computer Support Technician	7.0	15.39	16.33	17.33	18.38	19.46	12 Month
		2669.33	2832.00	3003.92	3186.92	3373.63	
Instructional Assistant I	7.5	15.49	16.45	17.43	18.49	19.58	180 Days
		2688.32	2850.24	3023.08	3204.68	3395.03	
Instructional Assistant II	10	16.79	17.80	18.90	20.04	21.26	180 Days
		2909.26	3084.15	3275.84	3474.32	3686.17	
Library/Media Technician	13	18.50	19.60	20.81	22.06	23.41	10 Month
		3206.99	3399.39	3607.18	3823.62	4057.38	
College/Career Center Technician	13.5	18.62	19.73	20.94	22.19	23.52	10.5 Month
		3228.17	3420.59	3628.36	3844.79	4078.55	
Instructional Assistant III	14	18.90	20.04	21.26	22.52	23.89	180 Days
		3275.84	3474.32	3686.17	3904.59	4140.23	
Computer Technician	18	21.81	23.11	24.48	25.96	27.51	12 Month
		3780.19	4006.25	4244.88	4499.19	4769.19	
Certified Sign Language Interpreter	20	23.23	24.64	26.12	27.68	29.34	180 Days
Technology Department Assistant	20	4028.59	4270.30	4526.50	4798.11	5086.00	12 Month
Computer Tech - Lead	23	26.91	28.52	30.24	32.04	33.97	12 Month
Certified Repair Technician	23	4663.53	4943.34	5239.95	5554.34	5887.60	12 Month
Data Systems Specialists	23						

Construction Management Technician	25	29.10	30.85	32.69	34.65	36.73	12 Month
		5044.08	5346.72	5667.52	6007.58	6368.03	
Network Administrator	26	30.21	32.04	33.98	36.03	38.21	12 Month
		5236.57	5553.10	5888.77	6244.70	6622.18	
Social Emotional Services Specialist	27	29.82	31.40	33.05	34.80	36.62	192 Days
		5167.87	5442.72	5728.07	6032.68	6347.80	
Occupational Therapist	30	36.26	38.44	40.76	43.20	45.79	10 Month
		6287.22	6664.44	7064.27	7488.16	7937.44	
Behavior Specialist* CB2	G*	420.33	433.33	446.74	460.55	474.80	202 Days
*Rates listed as Daily and Annually		84907.00	87532.74	90242.13	93031.08	95909.80	

This schedule is a combination of Schedules CC (full-time, 40 hours per week) and CH (part-time, more than 20 hours per week).

* Corresponds to Certificated Salary Schedule, Class G, Psychologist; salary reflects daily and annual rates.

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: JULY 25, 2021
SUBJECT: A.2. AUTHORIZATION TO ESTABLISH A CLASSIFIED POSITION OF INSTRUCTIONAL ASSISTANT III – ART AND JOB DESCRIPTION AND PLACEMENT ON SALARY SCHEDULE

ACTION

ISSUE: Shall the Board authorize the establishment of a classified position, Instructional Assistant III – Art and approve accompanying job description and placement on the Classified salary schedule?

BACKGROUND: In the past each Oak Park USD elementary school contracted with an outside company to provide art instruction where each elementary class got art instruction for a short period of time in a year. This program was funded by the Parent Teacher Organization of each school. Feedback from parents and staff surveys and K-5 Visual Arts Committee meetings revealed interest in implementing a comprehensive art program at all elementary schools which would allow students to transition onto art programs offered at the middle and high school for interested students. OPUSD believes in educating the whole child and it is a district goal to ensure that District-wide arts, music, enrichment, and extracurricular activities complement the academic mission of our schools. Staff is recommending that the Board establish a new classified position, Instructional Assistant III – Art. This is a full-time position responsible for performing a variety of specialized art education and instruction activities under the direction of the site Principal and the Director of Curriculum and Instruction. The position will be shared between all three elementary schools and will rotate between sites every trimester. The Instructional Assistant III – Art will collaborate with classroom teachers at all elementary grade-levels across all three sites and be responsible for instructing students in visual arts, art theory, art history and other related activities and instruct students in creating a variety of their own art pieces, develop their skills and techniques at an age appropriate level. Plan and organize visual art displays throughout the year. A copy of the proposed job description and salary schedule is included for the Board’s review.

ALTERNATIVES:

1. Authorize the establishment of a classified position, Instructional Assistant III – Art and approve accompanying job description and salary schedule.
2. Do not authorize the establishment of a classified position, Instructional Assistant III – Art.

FISCAL IMPACT: The recommended salary placement of the proposed position is Range 14 of the classified salary schedule and will be funded by the Oak Park Education Foundation.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JULY 25, 2021

Authorize the establishment of a classified position,
Instructional Assistant III – Art and approve accompanying
job description and salary schedule

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Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT III – ELEMENTARY ART

This is a full time hourly position for 8 hours a day, for 180 days. Salary Range: Range 14, Classified Salary Schedule CC & CH & CB2

DEFINITION:

Under the supervision of the elementary principals and the Director of Curriculum and Instruction, perform a variety of specialized art education and instructional activities; perform instructional support and follow-up activities; and do other work as required.

ESSENTIAL DUTIES:

Assist instructional personnel in the implementation of art education activities following a plan developed in cooperation with instructional personnel.

- Work with individual pupils or groups of pupils in an elementary school setting.
- Instruct students in visual arts, art theory, art history and other related activities.
- Instruct students in creating a variety of their own art pieces, develop their skills and techniques at an age appropriate level.
- Plan and organize visual art displays throughout the year.
- Provide support to teachers conducting visual art lessons in your absence.
- Collaborate with teachers to integrate visual art activities into various classroom instructional programs.
- Maintain accurate class records. Communicate information to certificated staff regarding individual student performance and achievement.
- Help supervise pupils in the classroom and on school grounds
- Participate in staff development programs as applicable.
- Assist with ordering classroom supplies and materials.
- Prepare instructional materials, which may include typing, duplicating, gathering, organizing materials.
- Assist with routine classroom procedures; maintaining a neat, clean and orderly classroom atmosphere.
- Assist with the procurement, maintenance, transportation, organization and storage of art supplies and equipment.

- Work hours will consist of the normal elementary school hours with some evenings for art shows/displays. If there are evening hours they will be compensated for additional hours per the OPCA contract.
- Perform other related tasks as assigned.

QUALIFICATIONS:

Knowledge of:

- The California Arts Standards
- Various techniques and skills needed to create visual art pieces.
- Theory and instructional strategies utilized with students involved with the visual arts.
- Basic concepts and principles of child development and behavior characteristics, behavior management strategies, and techniques utilized with students exhibiting inappropriate or atypical behavior.
- Appropriate English usage, punctuation, spelling, grammar, and arithmetical concepts.
- Principles, goals and objectives of the educational process.
- Simple record management, storage and retrieval systems.
- Appropriate human relations and duties and responsibilities of an Instructional Aide.

Ability to:

- Demonstrate enthusiasm for and interest in the instructional program.
- Communicate with and understand the needs of pupils.
- Establish and maintain cooperative and effective working relationships with children and adults.
- Collaborate effectively with classroom teachers at all elementary grade-levels across three sites.
- Collaborate with art teachers and instructional staff district wide.
- Plan and organize work to meet schedules and timelines.
- Maintain records.
- Demonstrate an empathetic, patient, and receptive attitude with students who may be experiencing the need of special assistance; understand and follow specific student educational plans.
- Read, apply, and explain rules, regulations, policies, and procedures.
- Perform routine clerical tasks; operate office and educational machines and equipment.
- Understand and carry out oral and written directions.
- Serve as an appropriate positive role model for elementary-age children.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will exert 30-45 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must have an adequate range of motion in upper extremities.
- Involves walking, or standing for extended periods
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information
- Manual dexterity to effectively use artal instruments and related equipment
- Handle and work with various materials and objects
- Work is performed in a school environment at various elementary locations throughout the district with demanding timelines and subject to frequent interruptions.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION:

- AA degree or 48 college units in any subject area
- Any combination of training and experience, which will demonstrate the knowledge and abilities listed above.

OAK PARK UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: JULY 25, 2021
SUBJECT: A.3. AUTHORIZATION TO ESTABLISH A CERTIFICATED POSITION OF ELEMENTARY LITERACY & NUMERACY INTERVENTION TEACHER JOB DESCRIPTION AND SALARY

ACTION

ISSUE: Shall the Board authorize the establishment of a certificated position, Elementary Literacy & Numeracy Intervention Teacher and approve accompanying job description and salary?

BACKGROUND: The Expanded Learning Opportunities Grant established a number of programs to support student learning. Specifically, the grant has increased the amount of Tier 2 and Tier 3 interventions for elementary students for literacy and numeracy. The Elementary Literacy and Numeracy Intervention Teacher will contribute to these intervention programs by providing intense intervention to students who have the greatest needs. Additionally, the Elementary Literacy and Numeracy Intervention Teacher will serve as liaison between classroom teachers, classified intervention staff, and parents. A copy of the proposed job description and salary schedule is included for the Board's review.

ALTERNATIVES:

1. Authorize the establishment of a certificated position, Elementary Literacy & Numeracy Intervention Teacher and approve accompanying job description and salary.
2. Do not authorize the establishment of a certificated position, Elementary Literacy & Numeracy Intervention Teacher and accompanying job description and salary.

FISCAL IMPACT: The recommended salary is \$40/hour, 3.75 hours per day. Funding for this position is identified in the Expanded Learning Opportunities Grant. This position is for the 2021-2022 school year.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources
Jay Greenlinger, Ed.D., Director of Curriculum and Instruction

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

Elementary Literacy & Numeracy Intervention Teacher

DEFINITION

Under the direction of the Director of Curriculum and Instruction and site Principal, the Intervention Teacher coordinates the MTSS program at their site. Specifically, they oversee the scheduling of universal screening, Tier 2, and Tier 3 interventions. Intervention teachers deliver intense Tier 3 intervention, coordinate with classroom teachers, and communicate with the teacher and parents about student needs and progress.

DISTINGUISHING CHARACTERISTICS

Over the previous two years, OPUSD has taken significant steps toward building out a thorough and research-based elementary MTSS program. The introduction of universal screening and research-based, targeted interventions has helped meet the needs of students with skill gaps and below grade level performance in literacy and numeracy. To date, students in OPUSD's Intervention Program are served by classified instructional aides. There is a need to provide students with certificated teacher support when in Tier 3 intervention. This intense level of intervention requires not only the delivery of instruction but the training, knowledge, and experience of a certificated teacher. This added role will allow the current intervention aides to focus on delivering Tier 2 intervention, and will build capacity for classroom teachers to see MTSS as a high quality and targeted program that is aimed at meeting student needs in literacy and numeracy.

EXAMPLES OF DUTIES

- Intervention Teachers collect, analyze, and share data related to universal screening and student progress.
- Intervention Teachers participate in Data Meetings, SSTs, and other similar meetings concerning students in the MTSS program.
- Intervention Teachers regularly collect, analyze, and report student data with classroom teachers, Principals, and District staff.
- Intervention Teachers monitor and advocate for students in Tier 3 interventions, and participate in related training and staff development.

QUALIFICATIONS

Knowledge of:

Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of elementary grade and secondary pupils;

EXPERIENCE AND EDUCATION

Experience:

Background in the OPUSD MTSS program. Knowledge of the universal screening and research-based, targeted interventions that will help meet the needs of students with skill gaps and below grade level performance in literacy and numeracy.

Education:

Possession of a Baccalaureate or higher degree with emphasis in elementary or early childhood education, and subject areas commonly taught in the elementary grades.

Certification Requirement

A current teaching credential; with an emphasis in childhood education or elementary grades.

Required Credential:

Multiple Subject or Education Specialist Instruction

Salary:

3.75 Hours per day

\$40/hour instructional rate

Funding:

Expanded Learning Opportunities Grant

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: JULY 25, 2021
SUBJECT: A.4. AUTHORIZATION TO ESTABLISH A CERTIFICATED POSITION OF OAK PARK INDEPENDENT SCHOOL VIRTUAL TEACHER AND JOB DESCRIPTION AND PLACEMENT ON SALARY SCHEDULE

ACTION

ISSUE: Shall the Board authorize the establishment of a certificated teaching position, Oak Park Independent School Virtual Teacher and approve accompanying job description and placement on the Certificated salary schedule?

BACKGROUND: With the passing of Assembly Bill - 130 Education finance: education omnibus budget trailer bill school districts are required to offer an independent study option to students and families to be made available to students whose health would be put at risk by in-person instruction, as determined by the parent or guardian. Staff is recommending that the Board establish a new position, Oak Park Independent School Virtual Teacher. This is a part-time (possible growth to full-time) position responsible for performing independent study teaching tasks under the supervision of the Principal, to support and guide students in meeting their educational goals and ensure that they are successful in a DK-12 Virtual Independent Study environment. Teachers will meet with students in a virtual environment to support the student's academic, social, behavioral needs, and other related skills to facilitate adequate progress utilizing current California state standards. Teachers are responsible for answering educational questions posed by students and families, performing research, and consulting with the Principal as needed. A copy of the proposed job description and salary schedule is included for the Board's review.

ALTERNATIVES:

1. Authorize the establishment of a certificated position, Independent School Virtual Teacher and approve accompanying job description and salary schedule.
2. Do not authorize the establishment of a classified position, Independent School Virtual Teacher.

FISCAL IMPACT: The recommended salary placement of the proposed position is on the Certificate Salary Schedule and will be funded by the Expanded Learning Opportunity Grant. This position is for the 2021-2022 school year.

RECOMMENDATION: Alternative 1.

Prepared by: Stewart McGugan, Assistant Superintendent, Human Resources

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JULY 25, 2021

Authorize the establishment of a certificated teaching position,
Oak Park Independent School Virtual Teacher and approve
accompanying job description and placement on the Certificated salary schedule
Page 2

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT

OAK PARK INDEPENDENT SCHOOL VIRTUAL DK-12 TEACHER

DEFINITION

Under the supervision of the Principal, support and guide students in meeting their educational goals and ensure that they are successful in a DK-12 Virtual Independent Study environment. Meet with students in a virtual environment to support the student's academic, social, behavioral needs, and other related skills to facilitate adequate progress utilizing current California state standards. Responsible for answering educational questions posed by students and families, performing research, and consulting with the Principal as needed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise commonly associated with teaching and instruction of primary grade age pupils. Responsible and directly related teaching and instruction experience is required to provide instruction to early childhood educational experiences to high school aged. The position classification performs decision analysis and makes decisions of considerable consequence, in determining how best to provide individualized instruction to students with a wide range of learning needs. The functional role of this position classification requires the application and interpretation of data, facts, procedures and policies. The incumbent meets frequently with school administrators, other teachers, internal staff and members of the community to communicate information, data, and alternative problem solutions. This position classification performs light work that involves sitting for prolonged periods of the time, but also requires walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects, and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXAMPLES OF DUTIES

- ❑ Teaches and instructs pupils in reading, language arts, social studies, mathematics, science, art, health, physical education, and arts in a virtual setting.
- ❑ Utilizes an adopted course of study, program guides and a variety of other materials in developing lesson planning and in the development of teaching outlines.
- ❑ Pursues a variety of methodologies in teaching and instructing pupils, including instruction, demonstration, lecture, activity participation and using specialized educational equipment, materials and aids.
- ❑ Teaches and instructs pupils in citizenship and other subject matter specified by legal mandates, District policies and regulations.
- ❑ Prepares, develops and utilizes a variety of instructional materials appropriate for the instructional level of pupils within a wide range of mental, physical and emotional maturity.
- ❑ Reviews, analyzes, and evaluates the history, background, and assessment of pupils in designing an educational program to meet specific individual needs.
- ❑ Provides individual and group instruction designed to enhance the pupils' mental, social and emotional growth.

- ❑ Establishes and maintains appropriate standards of student behavior utilizing a variety of behavior management strategies and techniques, including behavior modification, reinforcement, and other positive behavior shaping processes.
- ❑ Reviews, analyzes and evaluates the academic and social growth of pupils, and records appropriate analyses and perceptions.
- ❑ Prepares progress reports to parents and others concerning pupil academic and social growth.
- ❑ Prepares, administers, scores and records the results of a variety of criterion referenced and standardized tests in evaluating pupil progress.
- ❑ Counsels, confers, and communicates with parents regarding pupil progress, and interpretation of the educational program.
- ❑ Assists and cooperates with school and District personnel in assessing pupil needs, in the development of alternative solutions to individual educational planning and in the adapting of curriculum offerings to meet individual educational needs.
- ❑ Selects and requisitions appropriate educational supplies, materials, books, equipment and learning aids with the approval of the site Principal.
- ❑ Establishes and maintains a suitable online environment through Zoom, Google Meets and/or other district assigned platforms.
- ❑ Effectively use computer technology, email, internet and other technology.
- ❑ Performs non-instructional duties, including curriculum and instruction development, student supervision and advisory and consultation activities (when needed).
- ❑ Conducts a variety of learning experiences to effectively utilize time available for instruction.
- ❑ Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- ❑ Administer, assess and provide feedback on summative and formative assessments.
- ❑ Other duties assigned.

QUALIFICATIONS

Knowledge of:

Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of elementary grade and secondary pupils;

EXPERIENCE AND EDUCATION

Experience:

Successful completion of student teaching in recognized college or university, or two years of part-time or full time elementary classroom teaching experience. Including time in a primary grade teaching assignment or independent setting.

Education:

Possession of a Baccalaureate or higher degree with emphasis in elementary or early childhood education, and subject areas commonly taught in the elementary grades, or single subject secondary areas.

Certification Requirement

A current teaching credential; single subject or multiple subject

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: JULY 25, 2021
SUBJECT: APPROVE 2021-2022 OAK PARK SCHOOL HANDBOOK/DISCIPLINE PLAN

ACTION

ISSUE: Shall the Board of Education review and approve the 2021-2022 Oak Park High School Handbooks/Discipline Plan?

BACKGROUND: Education Code 35291.5 requires each public school to adopt rules and procedures on school discipline applicable to the school. In developing the rules and procedures, each school is to solicit the participation, views, and advice of parents, teachers, school administrators, and in some cases, students. Each year the schools review their handbooks to make sure they match practices and that there is uniformity within the District. The OPHS Handbook was reviewed by the Board at its June 22 meeting, which led to suggested changes.

The Handbook with changes highlighted can be accessed at this link:
www.opusd.org/OPHSHandbook

ALTERNATIVES:

1. Review and approve 2021-2022 Oak Park High School Handbook/Discipline Plan as presented.
2. Do not approve 2021-2022 Oak Park High School Handbook/Discipline Plans.

RECOMMENDATION: Alternative #1

Respectfully submitted,

Jeff Davis Ed.D.,
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: JULY 25, 2021
SUBJECT: C.1. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE 5141.31 IMMUNIZATIONS

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 5141.31 Immunizations?

BACKGROUND: Board Policy 5141.31 updated to reflect NEW LAWS (SB 276, 2019 and SB 714, 2019) which specify conditions under which a medical exemption is effective. Policy also deletes outdated date regarding immunization requirements for enrollment or advancement to grade 7. Regulation updated to delete outdated material regarding immunization requirements for enrollment or advancement to grade 7, and to add material regarding immunization records and the California Immunization Registry (CAIR). Regulation also updated to reflect NEW LAWS (SB 276, 2019 and SB 714, 2019) addressing medical exemptions, including provisions that (1) medical exemption requests must be made by a licensed physician or surgeon on an electronic, standardized, statewide form developed by the California Department of Public Health (CDPH) and transmitted using CAIR; (2) a student who has a medical exemption issued prior to January 1, 2020 must be allowed to continue enrollment until the next grade span, except that after July 1, 2021 a student may not be admitted or advanced to grade 7 unless the student has been immunized as required or a medical exemption form has been filed; (3) temporary exemptions cannot exceed one year and all medical exemptions cannot extend beyond the grade span; (4) medical exemptions may be revoked by CDPH if it is determined that the exemption does not meet applicable criteria; (5) a parent/guardian may appeal the revocation of a student's medical exemption to the Secretary of California Health and Human Services; and (6) districts must annually file the written report on the immunization status of new students to CDPH and the local department of public health. Board Policy 5141.31 is being submitted with recommended language from CSBA.

ALTERNATIVES:

1. Approve amendment to Board Policy and Administrative Regulation 5141.31 Immunizations as first and final reading.
2. Approve amendment to Board Policy and Administrative Regulation 5141.31 Immunizations as first reading.
3. Do not approve amendment to Board Policy and Administrative Regulation 5141.31 Immunizations.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

BOARD OF EDUCATION MEETING, JULY 25, 2021

Approve amendment to Board Policy and Administrative
Regulation 5141.31 Immunizations

Page 2

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

Series 5000

Students

BP 5141.31(a)

Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local health agencies to encourage immunization and facilitate immunization of all district students against preventable diseases.

~~(cf. 1400—Relations between Other Governmental Agencies and the Schools)
(cf. 5141.22—Infectious Diseases)
(cf. 5141.26—Tuberculosis Testing)
(cf. 6142.8—Comprehensive Health Education)~~

Each student enrolling for the first time in a district ~~elementary school or secondary school,~~ preschool, or child care and development program or, ~~after July 1, 2016,~~ enrolling in or advancing to grade 7; shall present an immunization record from any authorized private or public health care provider certifying that ~~he/she~~ the student has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

~~(cf. 5112.1—Exemptions from Attendance)
(cf. 5112.2—Exclusions from Attendance)
(cf. 5141.32—Health Screening for School Entry)
(cf. 5148—Child Care and Development)
(cf. 5148.3—Preschool/Early Childhood Education)~~

~~Each~~ Transfer students shall be requested to present their ~~his/her~~ immunization records upon registration at district schools; if possible, ~~upon registration at a district school.~~

~~(cf. 6173—Education for Homeless Children)
(cf. 6173.1—Education for Foster Youth
(cf. 6173.2—Education of Children of Military Families)~~

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parent/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 48980, 49403)

~~(cf. 5141.3—Health Examinations)
(cf. 5141.6—Student Health and Social Services)
(cf. 5145.6—Parental Notifications)~~

Legal Reference:

EDUCATION CODE

~~44871—Qualifications of supervisor of health~~

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

~~Series 5000~~

~~Students~~

~~BP 5141.31(b)~~

~~46010 Total days of attendance~~

~~48216 Immunization~~

~~48853.5 Immediate enrollment of foster youth~~

~~48980 Required notification of rights~~

~~49403 Cooperation in control of communicable disease and immunizations~~

~~49426 Duties of school nurses~~

~~49701 Flexibility in enrollment of children of military families~~

~~51745-51749.6 Independent study~~

~~HEALTH AND SAFETY CODE~~

~~120325-120380 Immunization against communicable disease especially:~~

~~120335 Immunization requirement for admission~~

~~120395 Information about meningococcal disease, including recommendation for vaccination~~

~~120440 Disclosure of immunization information~~

~~CODE OF REGULATIONS, TITLE 5~~

~~430 Student records~~

~~CODE OF REGULATIONS, TITLE 17~~

~~6000-6075 School attendance immunization requirements~~

~~UNITED STATES CODE, TITLE 20~~

~~1232g Family Educational Rights and Privacy Act~~

~~UNITED STATES CODE, TITLE 42~~

~~11432 Immediate enrollment of homeless children~~

~~CODE OF FEDERAL REGULATIONS, TITLE 34~~

~~99.1-99.67 Family Educational Rights and Privacy~~

~~Management Resources:~~

~~CALIFORNIA DEPARTMENT OF PUBLIC HEALTH~~

~~California Immunization Handbook for Schools and Child Care Programs, July 2003 **August 2015**~~

~~Guide to Immunizations Required for School Entry~~

~~Parent's guide to Immunizations Required for School Entry~~

~~U.S. DEPARTMENT OF EDUCATION GUIDANCE~~

~~Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009~~

~~WEB SITES~~

~~CDE: <http://www.cde.ca.gov>~~

~~California Department of Public Health, Immunization Branch: <http://www.cdph.ca.gov/programs/immunize>~~

~~California Department of Public Health, Shots for Schools: <http://shotsforschools.org>~~

~~Center for Disease Control and Prevention: <http://www.cdc.gov>~~

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

~~U.S. Department of Education: <http://www.ed.gov>~~

CSBA recommendation is to remove legal references and cross references from published policies as they are updated.

Adopted: 10-15-80

Amended: 5-15-84, 5-20-86, 8-18-92, 9-17-02, 3-15-11, 11-17-15, 7-25-21

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.31(a)

Immunizations

Required Immunizations

Upon a student's registration at a district school, the Superintendent or designee shall provide the student's parents/guardians a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district ~~elementary or secondary~~ school, preschool, or child care and development program for the first time; nor, ~~after July 1, 2016,~~ admit or advance any student to grade 7, unless ~~the~~ student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

1. Measles, mumps and rubella (~~MMR~~)
2. Diphtheria, tetanus and pertussis (whooping cough) (~~DTP, DTaP or Tdap~~)
3. Poliomyelitis (polio)
4. Hepatitis B
5. Varicella (chickenpox)
6. Haemophilus influenza type b (Hib meningitis)
7. Any other disease designated by the CDPH

~~(cf. 5141.22—Infectious Diseases)~~

~~(cf. 5148—Child Care and Development)~~

~~(cf. 5148.3—Pre-School/Early Child Education)~~

~~(cf. 6170.1—Transitional Kindergarten)~~

However, full immunization against hepatitis B shall not be a condition by which the Superintendent or designee shall admit or advance any student to grade 7. (Health and Safety Code 120335)

A student who qualifies for an individualized education program (IEP), unless otherwise exempt, shall be fully immunized in accordance with Health and Safety Code 120335 and this regulation. However, the district shall continue to implement the student's IEP and shall not prohibit the student from accessing any special education and related service required by ~~his/her~~ the student's IEP regardless of whether the student is fully immunized. (Health and Safety Code 120335)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.31(b)

~~(cf. 6159—Individualized Education Program)~~

~~The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show at least the month and year for each dose, except that the day, month, and year must be shown for the MMR doses given during the month of the first birthday and for the Tdap dose given during the month of the seventh birthday. (17 CCR 6070)~~

School personnel shall record information for each student regarding all doses of required immunizations and the status of all requirements in accordance with 17 CCR 6070. The school records shall be based on the student's immunization record provided by the student's health care provider, from the student's previous school immunization record, or through the California Immunization Registry (CAIR). (17 CCR 6070)

Exemptions

Exemption from immunization requirements shall be granted under any of the following circumstances:

~~1. The student's parent/guardian provides a written statement by a licensed physician to the effect that, the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe. The statement shall indicate the specific nature and probable duration of the medical condition or circumstances, including but not limited to, family medical history, for which the physician does not recommend immunization. (Health and Safety Code 120370; 17 CCR 6051)~~

1. A medical exemption is submitted using the standardized form developed by CDPH and transmitted using CAIR which includes, but is not limited to, a description of the medical basis for which the exemption for each individual immunization is sought and whether the medical exemption is permanent or temporary. (Health and Safety Code 120372)

A student who has a medical exemption issued prior to January 1, 2020 shall be allowed to continue enrollment until the next grade span, except that after July 1, 2021, a student may not be admitted or advanced to grade 7 unless the student has been immunized or a medical exemption form filed as stated above. (Health and Safety Code 120370)

A temporary exemption shall not exceed one year, and all medical exemptions shall not extend beyond the grade span. (Health and Safety Code 120372)

If a student's medical exemption is revoked by CDPH on the basis that the exemption does not meet applicable criteria for medical exemptions, the student shall continue in attendance and, within 30 calendar days of the revocation, commence the immunization schedule required for conditional admittance pursuant to 17 CCR 6050, as described below. (Health and Safety Code 120372)

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.31(c)

The student's parent/guardian may appeal a revocation to the Secretary of California Health and Human Services. If a revocation is appealed, the student shall continue in attendance and shall not be required to commence the immunization schedule required for conditional admittance provided the appeal is filed within 30 calendar days of the revocation. (Health and Safety Code 120372, 120372.05)

2. The student's parent/guardian files with the district, before January 1, 2016, a letter or written affidavit stating that an immunization is contrary to ~~his/her~~ the student's personal beliefs, in which case the student shall be exempted from the immunization until ~~the student~~ ~~he/she~~ enrolls in the next applicable grade span requiring immunization (birth to preschool, grades K-6, grades 7-12). (Health and Safety Code 120335)

~~(cf. 6141.2—Recognition of Religious Beliefs and Customs)~~

When a student transfers to a different school within the district or transfer into the district from another school district in California, ~~the student's~~ ~~his/her~~ personal beliefs exemption filed before January 1, 2016, shall remain in effect until the next applicable grade span. A student transferring from a school outside the district shall present a copy of the personal beliefs exemption upon enrollment. When a student transfers in the district from outside California and presents a personal beliefs exemption issued by another state or country prior to January 1, 2016, the Superintendent or designee may consult with legal counsel regarding the applicable immunization requirements.

3. The student is enrolled in an independent study program pursuant to Education Code 51745-51749.6 and does not receive classroom-based instruction.

~~(cf. 6158—Independent Study)~~

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that ~~T~~the student has not received all the immunizations required for ~~his/her~~ the student's age group, but has commenced receiving doses of all required vaccines and is not due for any doses at the time of admission. The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035. (Health and Safety Code 120340; 17 CCR 6035)

~~2. The student has a temporary exemption from immunization for medical reasons pursuant to item #1 in the section "Exemptions" above.~~

~~(cf. 5145.6—Parental Notifications)~~

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.31(d)

In addition, a transfer student may be conditionally admitted for up to 30 school days while ~~his/her~~ the student's immunization records are being transferred from the previous school. If such documentation is not presented within 30 days, the student shall be excluded from school until the required immunizations have been administered. (17 CCR 6070)

The Superintendent or designee shall immediately enroll homeless students, foster youth, and students of military families even if their immunization records are missing or unavailable at the time of enrollment. School or district staff shall work with the student's prior school to obtain the student's immunization records or shall ensure that ~~he/she~~ the student is properly immunized. (Education Code 48853.5, 49701; Health and Safety Code 120341; 42 USC 11432)

~~(cf. 6173—Education for Homeless Children)
(cf. 6173.1—Education for Foster Youth)
(cf. 6173.2—Education of Children of Military Families)~~

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, ~~the student~~ ~~he/she~~ shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

Exclusions Due to Lack of Immunizations

If an enrolled student who was previously believed to be in compliance with immunization requirements is subsequently discovered to not be in compliance with requirements for unconditional or conditional admission, the Superintendent or designee shall notify the parent/guardian that evidence of proper immunization or an appropriate exemption must be provided within 10 school days. This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216; 17 CCR 6040)

The Superintendent or designee shall exclude from further attendance an enrolled student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above. The student shall remain excluded from school until documentation is provided indicating that the student has received a dose of each required vaccine due at that time. (17 CCR 6040, 6055)

The student shall also be reported to the attendance supervisor or principal.

Exclusions Due to Exposure to Disease

If the district has good cause to believe that a student has been exposed to a disease listed in the section "Required Immunizations" above and ~~his/her~~ the student's documentation of immunization does not show proof of immunization against that disease, that student may be

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 5000

Students

AR 5141.31(e)

temporarily excluded from the school until the local health officer ~~informs the district in writing that he/she~~ is satisfied that the student is no longer at risk of developing or transmitting the disease. (Health and Safety Code 120370)

Records

~~The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and~~ Each student's immunization record shall be retained ~~it~~ as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

~~(cf. 5125 - Student Records)~~

The district shall also retain in the mandatory student record any physician or health officer statement, personal beliefs letter or affidavit, reason for conditional enrollment, or any other documentation to the student's immunization record or exemptions.

At least annually, the Superintendent or designee shall file a written report on the immunization status of new students with CDPH and the local department of public health on forms prescribed by CDPH. (Health and Safety Code 120375; 17 CCR 6075)

Audits

If an audit reveals deficiencies in the district's reporting procedures, the Superintendent or designee shall present the Board with a plan to remedy such deficiencies.

CSBA recommendation is to remove cross references from published policies as they are updated.

Adopted: 9-17-02

Amended: 11-10, 11-12, 11-17-15, 7-25-21

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: JULY 25, 2021
SUBJECT: C.2. APPROVE DELETION OF BOARD POLICY 6157 DISTANCE LEARNING

ACTION

ISSUE: Should the Board of Education approve the deletion of Board Policy 6157 Distance Learning?

BACKGROUND: Board Policy 6157 deleted due to expiration of emergency legislation that temporarily waived apportionment requirements to permit distance learning for the 2020-2021 school year. Board Policy 6157 is being recommended for deletion by CSBA.

- ALTERNATIVES:**
1. Approve deletion of Board Policy 6157 Distance Learning as first and final reading.
 2. Do not approve deletion of Board Policy 6157 Distance Learning.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

~~Series 5000~~

~~Instruction~~

~~BP 6157(a)~~

Distance Learning

~~The Governing Board recognizes that distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency.~~

~~(cf. 3516—Emergencies and Disaster Preparedness Plan)~~

~~(cf. 3516.5—Emergency Schedules)~~

~~(cf. 4113.5/4213.5/4313.5—Working Remotely)~~

~~(cf. 6158—Independent Study)~~

~~The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback.~~

~~The Superintendent or designee shall review and select distance learning courses, which may include those taught by district staff or others, that are of high academic quality and are aligned with district standards and curricula. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.~~

~~(cf. 6141—Curriculum Development and Evaluation)~~

~~(cf. 6143—Courses of Study)~~

~~The Superintendent or designee shall, in collaboration with teachers, plan for schoolwide or long-term distance learning in the event of a school closure. In developing the plan, the Superintendent or designee shall analyze the course sequence, prioritize content and standards to be completed, and recommend the grading criteria. In such circumstances, students' social-emotional wellness shall be taken into account, and schedules and learning experiences shall be designed to build continuity, routine, and regular connections with students.~~

~~(cf. 5141.5—Mental Health)~~

~~As needed, the Superintendent or designee shall provide teachers with training and ongoing support, including technological support and guidance, to effectively implement distance learning. The district shall also provide opportunities for teachers to communicate and collaborate with each other to exchange information on effective practices.~~

~~(cf. 4131—Staff Development)~~

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~~Series 5000~~

~~Instruction~~

~~BP 6157(b)~~

~~Staff shall comply with all copyright regulations in developing materials to be used in distance education courses.~~

~~(cf. 6162.6—Use of Copyrighted Materials)~~

~~The district shall take steps to ensure that distance learning opportunities are available to all students, including economically disadvantaged students, students with disabilities, and English learners. Teachers may use multiple methods of providing instruction to meet student needs. All online programming and Internet content shall meet accessibility standards for students with disabilities, including compatibility with commonly used assistive technologies.~~

~~(cf. 0410—Nondiscrimination in District Programs and Activities)~~

~~(cf. 0415—Equity)~~

~~(cf. 6159—Individualized Education Program)~~

~~(cf. 6174—Education for English Learners)~~

~~The Superintendent or designee shall assess students' access to technological devices and the Internet and, consistent with the district's budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. To the extent possible, the district shall make technical and academic support available to students.~~

~~(cf. 0440—District Technology Plan)~~

~~(cf. 3311.4—Procurement of Technological Equipment)~~

~~(cf. 3515.4—Recovery for Property Loss or Damage)~~

~~(cf. 6163.4—Student Use of Technology)~~

~~Teachers shall provide regular communications to students and parents/guardians about expectations, assignments, and available resources to assist the student in successful completion of distance learning coursework.~~

~~(cf. 6020—Parent Involvement)~~

~~Grading of distance learning assignments and assessments of end-of-course knowledge and understanding of the subject matter shall be consistent with grading of equivalent courses in classroom settings.~~

~~(cf. 5121—Grades/Evaluation of Student Achievement)~~

~~(cf. 6146.3—Reciprocity of Academic Credit)~~

~~(cf. 6146.11—Alternative Credits Toward Graduation)~~

Legal Reference:

EDUCATION CODE

~~35182.5 Contracts for electronic products or services; prohibitions~~

~~51210-51212 Course of study for grades 1-6~~

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~~51220-51229 Course of study for grades 7-12~~

~~51740-51741 Authority to provide instruction by correspondence~~

~~51745-51749.3 Independent study~~

~~51865 California distance learning policy~~

~~PUBLIC CONTRACT CODE~~

~~20118.2 Contracting by school districts; technological equipment~~

~~UNITED STATES CODE, TITLE 20~~

~~7131 Internet safety~~

~~UNITED STATES CODE, TITLE 47~~

~~254 Universal service discounts (E-rate); Internet safety~~

Management Resources:

~~CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS~~

~~COVID-19 Guidance for K-12 Schools~~

~~WORLD WIDE WEB CONSORTIUM PUBLICATIONS~~

~~Web Content Accessibility Guidelines~~

~~WEB SITES~~

~~California Department of Education: <http://www.cde.ca.gov>~~

~~World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>~~

Adopted: 4-21-20

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. JEFF DAVIS, SUPERINTENDENT
DATE: JULY 25, 2021
SUBJECT: C.3. APPROVE AMENDMENT TO BOARD POLICY AND ADMINISTRATIVE 6158 INDEPENDENT STUDY

ACTION

ISSUE: Should the Board of Education approve the amendment to Board Policy and Administrative Regulation 6158 Independent Study?

BACKGROUND: Board Policy 6158 updated to reflect NEW LAW (AB 130, 2021) which requires all districts, for the 2021-22 school year, to offer independent study to meet the educational needs of students unless a waiver is obtained and to adopt policy with specified components in order to generate apportionment for independent study. Policy updates the minimum period of time permitted for independent study to be three consecutive school days, requires an evaluation to determine if the student should continue in independent study if the student fails to make satisfactory educational progress, and requires that content be aligned to grade level standards including the requirement for high schools to offer access to all courses offered by the district for graduation and approved as creditable for A-G admission criteria. Policy also updated to include the requirement for live interaction and/or synchronous instruction based on grade level, tiered reengagement strategies for students not generating attendance for a specified period of time, expeditious transition for students whose families wish to return to in-person instruction, notice to parents/guardians of specified information, the provision of a student-parent-educator conference, upon request, prior to enrollment and/or disenrollment, and the keeping of additional records including documentation of each student's participation in live interaction and synchronous instruction on each school day, as applicable. Policy updated to include material formerly in the AR regarding requirements for independent study and written agreements as well as new requirements regarding the same, including that written agreements must include a detailed statement of academic and other supports that will be provided to address the needs of particular students, that the agreement may be signed electronically as specified, and that, for the 2021-22 school year, the written agreement must be signed no later than 30 days after the first day of instruction. Policy updated to include material formerly in the AR regarding course-based independent study and to generally align the requirements of course-based independent study with the requirements for general independent study. Regulation updated to reflect NEW LAW (AB 130, 2021) which includes, adding definitions for "live interaction," "student-parent-educator conference" and "synchronous instruction," the requirement for all districts for the 2021-22 school year to offer independent study to meet the educational needs of students unless the district has obtained a waiver, that independent study may be offered to students whose health would be put at risk by in-person instruction as determined by the parent/guardian, the assurance of access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work, and the documentation of each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable. Material regarding requirements for independent study, written

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Approve amendment to Board Policy and Administrative

Regulation 6158 Independent Study

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agreements and course-based independent study moved to BP. Board Policy 6158 is being submitted with recommended language from CSBA.

- ALTERNATIVES:**
1. Approve amendment to Board Policy and Administrative Regulation 6158 Independent Study as first and final reading.
 2. Approve amendment to Board Policy and Administrative Regulation 6158 Independent Study as first reading.
 3. Do not approve amendment to Board Policy and Administrative Regulation 6158 Independent Study.

RECOMMENDATION: Approval of Alternative #1.

Respectfully submitted,

Jeff Davis, Ed.D.
Superintendent

Board Action: On motion of _____, seconded by _____, the Board of Education:

VOTE:	AYES	NOES	ABSTAIN	ABSENT
Hazelton	_____	_____	_____	_____
Helfstein	_____	_____	_____	_____
Rosen	_____	_____	_____	_____
Ross	_____	_____	_____	_____
Wang	_____	_____	_____	_____

OAK PARK UNIFIED SCHOOL DISTRICT BOARD POLICY

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Instruction

BP 6158(a)

Home-Independent Study

~~The Oak Park Unified School District Board of Education authorizes the superintendent to establish a Home Independent Study as an optional alternative instructional strategy by which students in K-12 school in the district, or in neighboring school districts, may reach curriculum objectives and fulfill graduation requirements in a setting other than the regular classroom. For the purposes of this policy, the terms student and pupil are synonymous.~~

~~Home Independent Study shall offer a means of individualizing the educational learning plan for students whose needs may be met best through study outside of the regular classroom setting.~~

~~(cf. 5147—Dropout Prevention)~~

General Conditions

- ~~1. Home Independent Study is a continuously voluntary, educational alternative in which no student may be required to participate.~~
- ~~2. Instruction may be provided only if the student is offered a classroom option that is always available.~~
- ~~3. No course required for graduation shall be offered exclusively through Home Independent Study.~~
- ~~4. No individual with exceptional needs as defined in Education Code 56026 may participate in Home Independent Study unless his/her individualized education program (IEP) specifically provides for that participation.~~
- ~~5. The District shall provide and ensure Home Independent Study students the same access to existing services and resources as are available to all other students in the school in which the Home Independent Study students are enrolled.~~
- ~~6. In grades K-5, the parent(s) or guardian(s) of the student should recognize that Home Independent Study emphasizes a commitment on the part of the parent(s) or guardian(s) in supervision and instruction.~~
- ~~7. In grades 6-12, the student must make the major commitment and must be assisted or supported as necessary by others who may help directly with instruction.~~
- ~~8. In grades 9-12, there must be an understanding that due to the nature of certain subject matter or special facilities required for a class, the student may need to take these courses through one of the following options: comprehensive high school, on-line, remote (distance) learning, community college, or four year college or university.~~
- ~~9. Students who engage in independent study have the same rights and privileges as students who choose to continue in the classroom (5 CCR 11701.5)~~

Implementation

~~The Superintendent or his/her designee shall determine that the prospective Home Independent Study student, and his/her parent(s) or legal guardian(s), understand the District's requirements for Home Independent Study and are prepared to meet them.~~

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BP 6158(b)

~~The Superintendent or his/her designee shall guarantee that each participating student has an executed written Home Independent Study agreement as prescribed by law (Education Code 51747). Home Independent Study program participation requires a written agreement with all the required elements, agreed to by the student, parent/guardian/caregiver, certificated employee, and all other persons who give direct assistance to the student. Individual Home Independent Study agreements, including any subsidiary contract, must be consistent with the District's adopted course of study. The agreement, and any subsidiary contract, must be kept on file in the Home Independent Study classroom or office and a copy maintained in the student's file at their home school.~~

~~(cf. 6143—Courses of Study)
(cf. 6200—Adult Education)~~

~~The Board recognizes that independent study may be used as an option to encourage students to remain in school. Teachers should carefully set the duration of independent study assignments, within the limits specified by the Board in order to help identify students falling behind in their work or in danger of failing or dropping out of school.~~

~~To foster each student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the time an assignment is made and date by which the student must complete the assigned work shall be as follows:~~

- ~~1. For students in grades K-8: 2 weeks~~
- ~~2. For students in grades 9-12: 4 weeks
and continuation~~

~~Assignments may be of shorter duration, based on student need. When circumstances justify a longer time, the teacher may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.~~

~~When any student fails to complete two (2) independent study assignments in the agreement period, the teacher and the Home Independent Study Administrator shall conduct an evaluation to determine whether it is in the student's best interest to remain in Home Independent Study. Evaluation findings shall be kept in the student's permanent record.~~

~~(cf. 5125—Student Records)~~

~~The Superintendent or designee shall establish administrative regulations to implement Home Independent Study in accordance with the law.~~

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular

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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, a charter school, and an online course.

A student's participation in independent study shall be voluntary. (Education Code 51747, 51749.5)

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 51747.5)

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

General Independent Study Requirement

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.

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 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 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 fails to make satisfactory educational progress

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BP 6158(d)

and/or misses three assignments. 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 successful completion of the course of study or individual course, 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. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria. (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
3. For students in grades 9-12, opportunities for 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)

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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 the 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 web site, 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 the student 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

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independent study for three 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; 5 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 an 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 accomplishment appropriate to the agreement, to be earned by the 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 a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate.

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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.
10. 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.

Course-Based Independent Study

The district's course-based independent study program for students in grades K-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 the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.
3. Courses shall be annually certified by Board resolution 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. For high schools, this shall include access to all courses offered by the district for graduation and approved by the University of California or the California State University as creditable under

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BP 6158(h)

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. The certification shall also include plans to provide opportunities for students in grades transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for students in grades 9-12 to receive at least weekly synchronous instruction.

1. 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.
2. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program, as indicated by their performance on applicable student-level measures of student achievement and student engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in an independent study class is not being made, the teacher shall notify the student and, if the student is under age 18 years, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

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 the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, notification to parents/guardians of lack of participation within one school day of the absence or lack of

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BP 6158(i)

participation, a plan for outreach from the school 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.

3. Examinations shall be administered by a proctor.
4. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.
5. A student shall not be required to enroll in courses included in the course-based independent study program.
6. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
7. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.
8. Courses required for high school graduation or for admission to the University of California or California State University shall not be offered exclusively through independent study.
9. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.
10. A student 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.
11. A student with disabilities, as defined in Education Code 56026, shall not participate in course-based independent study, unless the student's individualized education program specifically provides for that participation.
12. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.
13. The district 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.

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BP 6158(j)

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within this program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5.
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 item #2 above.
3. The duration of the learning agreement, which shall not exceed a school year or 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 with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
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 or expelled, or who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, the agreement also shall include the 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.

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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 or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. Before the commencement of an independent study course, the learning agreement shall be signed and dated by the student, the student's parent/guardian or caregiver, 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 the independent study course, 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 Family Code 6550-6552.

However, for the 2021–22 school year only, 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 the independent study course, 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 CDE. (Education Code 51749.6)

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)

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

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Records for Audit Purposes

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 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 and the course credits attempted by and awarded to students in grades 9-12 and adult education.
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 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification 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 also 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)

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

Evaluation

The Superintendent or designee shall annually report to the Board the number of district students engaged in Home participating in independent study by grade level, the average daily attendance generated, the quality of these students' work as 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. A list of students by grade level shall be maintained showing credits attempted, credits earned and a record of attendance. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement as needed.

CSBA recommendation is to remove legal references and cross references from published policies as they are updated.

Legal Reference:

EDUCATION CODE

~~17289 Exemption for building~~
~~44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment~~
~~46300-46300.6 Methods of computing ADA~~
~~46300.7 Permission of parents or guardians of independent student programs pupils: requirements~~
~~48204(f) An elementary pupil attending school based on parents/guardian's employment~~
~~48225.5(e) Excused absences with students working in entertainment or allied industries~~
~~48220 Classes of children exempted~~
~~48340 Improvement of pupil attendance~~
~~48663 Minimum school day: attendance credit; calculation of additional funding~~
~~48915 Expulsion; particular circumstances~~
~~48916.1 Education program requirements for expelled students~~
~~48917 Suspension of expulsion order~~
~~51225.3 Requirements for high school graduation~~
~~51225.3 (b) Mandated alternative~~
~~51745-51749.3 Independent study programs~~
~~52000 Improvement of elementary and secondary education: legislative intent~~
~~52015 School improvement plans: components of plan~~
~~52017 Secondary schools: additional plan components~~
~~52123 Funding for class size reduction and the restriction for independent study~~
~~52206 GATE Program approaches; minimum time; academic component~~
~~52522 Alternative (adult) instructional delivery; approval; expenditures; regulations~~
~~52523 Adult education as supplement for high school curriculum; criteria~~
~~56026 Individual with exceptional needs~~

FAMILY CODE

~~6550 Authorization affidavits~~

CODE OF REGULATIONS, TITLE 5

~~11700-11703 Independent study~~

Management Resources:

CDE PROGRAM ADVISORIES

~~1113.09 Independent Study: New Legislation, SPB: 90/91-04~~

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~~0904.86 Independent Study, SPB: 86/7-5~~

~~CDE PUBLICATIONS~~

~~Independent Study Operations Manual, 1993 revised edition, updated 1994, 1996~~

~~WEB SITES~~

~~CDE: <http://www.ede.ca.gov>~~

Adopted: 8-14-01

Amended: 9-17-02, 9-19-06, 4-20-10, 7-25-21

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DK-12 Independent Study Program

Criteria for Participation

The Board of Education recognizes the value of supervised Home Independent Study for students in situations where their special interest, abilities, or individual needs are better served in an alternative, non-traditional instructional program. These students must have the willingness and ability to successfully complete the educational requirements of Home Independent Study.

General guidelines include:

- C Average or 2.0 GPA
- STAR score of Basic or above in math and language arts
- Pass score on CAHSEE for 11th and 12th grade applicants
- Other evidence of skill and ability to student and learn independently

Students who may be considered for enrollment in Home Independent Study include, but are not limited to, students who:

1. Have an understanding of and a commitment to Home Independent Study.
2. Exhibit the ability and willingness to work independently with limited supervision by the certificated Home Independent Study Teacher and is able to complete the work necessary to advance or graduate.
3. Have learning styles that can best be met through Home Independent Study.
4. Are exceptional or gifted and need in-depth opportunities, which may include concurrent enrollment in post secondary educational programs, or participation in the arts, athletics, etc.
5. Request Home Independent Study because they will be absent from school for five (5) or more consecutive school days per month.
6. Have an acceptable reason for requesting Home Independent Study such as: extended illness, contagious disease, religious purpose, safety issue, extended travel.
7. Have medical and/or psychological problems and choose Home Independent Study in place of Home/Hospital instruction.
8. Have received suspended expulsion (or stay of expulsion), rather than full expulsion, and have been offered Home Independent Study with a classroom option (i.e. enrollment at a traditional or alternative school, charter or county program, opportunity class, community day school, or continuation school).
9. Are genuinely needed at home because of an illness in the family.
10. Are pregnant or have children.

To engage in Home Independent Study, a student with special needs who has an Individualized Education Plan (IEP) may do so only to the extent his or her IEP specifies Home Independent Study as an appropriate instructional modality.

Selection Process

A student who has met the criteria for participation may:

1. Complete a full program of courses.
2. Take a full program of courses and continue or take lab classes (i.e. band, chemistry) at the comprehensive school.
3. Complete an extra or special course outside of the regular school day.
4. Complete courses at a post secondary education institution or through on-line or distance learning sources. For credit to be granted, these courses must be approved in advance by the certificated Home Independent Study Counselor and Administrator.

The selection process is accomplished through a standardized district application. The student should:

1. Complete an application for enrollment at the school office or with the Principal of Home Independent Student Program. If a student is new to the district he/she may request Home Independent Study when enrolling in the district.
2. Meet with the Director, Alternative Education, Counselor or the certificated Home Independent Study teacher to determine if the student meets the criteria for participation.
3. Complete all components for the Home Independent Study Agreement with the certificated teacher.

Finishing the above process completes the student's intake process. Depending upon the availability of a certificated Home Independent Study Teacher, a student should be able to start the Home Independent Study option immediately.

Student Exit From Home Independent Study

The parent/guardian/caregiver of the student may request a classroom option at any time. This request may come from the parent/guardian/caregiver or school administration. As a general rule, students in grades K-12 may transfer to a classroom option only at the beginning of a new trimester (K-5) or semester (6-12). The certificated teacher, counselor or school administrator will make every effort to counsel the student and parent/guardian/caregiver on the most appropriate option.

The school administrator responsible for the Home Independent Student Program may request a change because the student is:

1. Not meeting the obligations set out in the Home Independent Study Agreement, such as timely completion of assignments, excessive absences or missed conferences, refusal to complete assigned tasks;
2. The student is no longer meeting the criteria for participation, such as inability or unwillingness to work independently on assigned tasks; or
3. The student is inappropriately placed in that the program is not able to meet the specific needs of the students for curricular or special needs services.

If a student fails to meet the obligations of the Independent Study Agreement, the following may occur:

- ~~1. A letter may be sent to the student and/or parent/guardian/caregiver, indicating lack of progress and reminding all concerned of the student's obligation to complete all independent study assignments on time and to meet at the designated time with his/her supervising teacher.~~
- ~~2. A face-to-face or telephone conference may be held to discuss whether it is in the best interest of the student to continue in independent study.~~
- ~~3. A written record of the outcome of this evaluation will be considered a mandatory interim student record and shall be maintained for three years, excluding the current fiscal year.~~
 - ~~a. All persons who participated in the evaluation meeting will be noted as well as the date of the meeting.~~
 - ~~b. If the student transfers to another California public school, the record of the evaluation meeting shall be forward to that school.~~

Instruction

- ~~1. All Home Independent Study students must be enrolled in Oak Park Independent School.~~
- ~~2. No course required for high school graduation shall be offered exclusively through Home Independent Study. Note: A student may complete an optional alternative study course as a unique elective course through Home Independent Study and not have a classroom equivalent as long as the classroom option is in place for required district electives.~~
- ~~3. For K-12 ADA purposes, Home Independent Study teacher ADA ratio must not exceed the baseline ratio for other instructional programs in the district.~~
- ~~4. Special education students (individuals with exceptional needs as defined in Education Code 57145) must have an IEP that allows Home Independent Study.~~
- ~~5. No funds or other educational materials of value may be provided to Home Independent Study students that are not provided to other students in school.~~
- ~~6. A certificated teacher in the school district must supervise, coordinate, and evaluate the student of each student engaged in Home Independent Study. Assistance to the student in Home Independent Study by any other non-certificated individual must be supervised by the designated certificated teacher or coordinated by him or her, even if the other individual is a certificated employee of the district.~~
- ~~7. Students engaged in Home Independent Study program must be residents of Ventura County or who reside in an adjacent county.~~
- ~~8. Apportionment credit for independent study may be claimed only to the extent of the time value of student work products, as judged by a certificated teacher.~~
- ~~9. No temporarily disabled student may use independent study as a means of instruction for Home/Hospital instruction~~
- ~~10. The curriculum specified in the written Home Independent Study Agreement and subsidiary contracts shall be consistent with Board Policies, Administrative Regulations and Procedures for curriculum and instruction.~~
- ~~11. The curriculum shall be substantially equivalent in quality and quantity to classroom instruction.~~
- ~~12. Curriculum must meet district and State content standards to ensure that students are prepared to successfully pass the California High School Exit Exam.~~
- ~~13. Home Independent Study may be an appropriate option for a student who is expected to be~~

~~absent from school for five (5) or more consecutive school days a month.~~

- ~~14. To receive K-12 apportionment, students who are age 19 or 20 must have been continuously enrolled since their 18th birthday.~~

Home Independent Study Agreement

~~A written Home Independent Study Agreement must be executed for each participating student and be maintained on file in the classroom. The Home Independent Study Agreement requires a learning plan that represents not less than the equivalent of a minimum school day for the student's grade level for every school day covered by the agreement.~~

~~The Home Independent Study Agreement shall include, but not be limited to:~~

- ~~1. Name of student, address, grade level, school name/program placement and birth date.~~
- ~~2. Student(s) and course value/credits.~~
- ~~3. Objectives included for student's work as stated on Oak Park Unified School District content standards, course syllabi and Independent Study Assignment Sheet.~~
- ~~4. Method(s) of student (activities to reach objectives) found in syllabi and Independent Study Assignment Sheet.~~
- ~~5. Resources including materials and personnel made available.~~
- ~~6. Method(s) of evaluation as stated on syllabi and Independent Study Assignment Sheet.~~
- ~~7. Manner of reporting (e.g. small groups, one-on-one, e-mail, fax).~~
- ~~8. Time of meetings with the certificated teacher and student, including day of the week.~~
- ~~9. Location/place of meeting.~~
- ~~10. Frequency of the meetings between the certificated teacher and the student based on student need.~~
- ~~11. Duration of enrollment with beginning and ending dates.~~
- ~~12. Maximum length of enrollment that covers one (1) school semester and/or school year.~~
- ~~13. Dated signatures for each of the following: Student (grades 4-12 only), parent/guardian/caregiver (caregiver affidavit must be on file) (not necessary if adult or emancipated minor); Certificated Teacher, other Teachers who have direct responsibility for providing assistance.~~
- ~~14. Subsidiary Contracts: Assignment sheets and high school course contracts and syllabi are part of the Home Independent Study Agreement when appropriate.~~
- ~~15. A statement two (2) missed assignments will lead to an evaluation of whether the student should continue in Home Independent Study or return to the classroom for his/her best interest. A written record of the outcome of any such evaluation must be retained in the student's permanent record.~~
- ~~16. A statement that sets a maximum length of time which may elapse between the time an assignment is made and the date by which the student must submit the assigned work. A student in grades K-8 will have two (2) weeks to complete his/her assignments. In grades 9-12 the student will have four (4) weeks to complete his/her assignments. The teacher may extend the maximum length of time that may elapse when an assignment is due when circumstances justify a longer time. This time period is not to exceed eight (8) weeks.~~
- ~~17. A statement that Home Independent Study is a continuously voluntary educational alternative in which no student may be required to participate. Instruction may be provided only if the student is offered a classroom option that is always available. A statement that instruction may be provided for a Education Code 48915 (expulsion) or Education Code 48917 (suspension) student through Home Independent Study only if the student is offered the~~

~~alternative of classroom instruction.~~

~~18. A statement allowing one or more classes to be added/dropped to the I.S. Agreement during the semester. The Agreement is re-signed and re-dated.~~

Home Independent Study Agreement with Subsidiary Contract

~~Subsidiary Contracts are not required but may be used to support, define, and clarify specific subjects. If Subsidiary Contracts are used, they should be made a part of the Home Independent Study Agreement by specific reference(s).~~

~~Subsidiary Contracts include:~~

- ~~1. Specific subject objectives~~
- ~~2. Specific subject assignments and activities~~
- ~~3. Specific subject resources including materials and personnel~~
- ~~4. Method(s) of evaluation~~
- ~~5. Signatures of students (grades 4-12), certificated teacher and other persons assisting with instruction~~
- ~~6. Dates when Subsidiary Contracts begin and end~~

Student Assignment/Work Records

~~The Student Assignment/Work Records supplements the Home Independent Study Agreement. It contains detailed components of the Home Independent Study Agreement that include:~~

- ~~1. Course of study/subjects~~
- ~~2. Objectives of the assignments~~
- ~~3. Method of study (activities that the student does to complete the objectives)~~
- ~~4. Resource materials (texts, workbooks, videos, computer activities, projects, etc.) and personnel who may be assisting the student to meet the objectives~~
- ~~5. Methods of evaluation and attendance and academic credit~~
- ~~6. Date each assignment is made and complete and submit work assignments by the due date~~
- ~~7. Deal with incomplete assignments, as the certificated teacher requires~~
- ~~8. Grades and/or academic credits earned after the assignment is completed.~~
- ~~9. Attendance credits~~
- ~~10. Signature of certificated teacher.~~
- ~~11. Signature of participating student (grades 4-12 only).~~

~~Home Independent Study Agreement and are subject to dismissal if they are late or absent from scheduled appointments or do not submit assigned work by the due dates.~~

Student Responsibilities and Rights

~~The student's legal rights and responsibilities are identified and included in the Home Independent Study Agreement. The student agrees to:~~

- ~~1. Read and understand the conditions listed on the Home Independent Study Agreement.~~
- ~~2. Voluntarily sign the Home Independent Study Agreement.~~

- ~~3. Abide by all terms of the Home Independent Study Agreement.~~
- ~~4. Complete a Home Independent Study application and go through the selection process.~~
- ~~5. Notify certificated Home Independent Study Teacher in advance for all missed planned school appointments.~~
- ~~6. Complete and submit work assignments by the due date.~~
- ~~7. Deal with incomplete assignments, as the certificated teacher requires.~~
- ~~8. Contact the certificated teacher when assistance is needed.~~
- ~~9. Attend scheduled meetings with teachers. Understand that accepted practice in Home Independent Study is one meeting per week. Meeting frequency can be adjusted, based on student and/or program needs.~~
- ~~10. Ask for a classroom option whenever a student feels that Home Independent Study is not appropriate.~~

~~There are no excused absences in Home Independent Study. Students are in violation of the Home Independent Study Agreement and are subject to dismissal if they are late or absent from scheduled appointments or do not submit assigned work by the due dates.~~

Parent Responsibilities and Rights

~~The parent/guardian/caregiver must agree to:~~

- ~~1. Read and understand the conditions listed on the Home Independent Study Agreement.~~
- ~~2. Abide by the terms of the Home Independent Study Agreement including a commitment to, and the support and guidance of, the student in Home Independent Study.~~
- ~~3. Voluntarily sign the Home Independent Study Agreement. Signatures will include both parties in joint custody cases.~~
- ~~4. Notify the certificated Home Independent Study Teacher in advance when the student will be away from school.~~
- ~~5. Ensure the student completes all assignments by the due date.~~
- ~~6. Ensure the student keeps all appointments.~~
- ~~7. Furnish transportation to a school site, if necessary.~~
- ~~8. Act as a support system for the student in the discipline of completing work independently.~~
- ~~9. Understand they have the right to review the program of instruction and revoke the Home Independent Study Agreement at any time.~~

Independent Study Teachers

~~The Oak Park Unified School District recognizes that one of the most important factors in the success of the student in independent study is the appropriate selection of teachers. An independent study teacher may:~~

- ~~1. Have the human relation and teamwork skills and actions to effectively deal with a wide variety of students and students' needs, as well as the parent/guardian/caregiver and other staff members.~~
- ~~2. Incorporate a variety of strategies to ensure student achievement.~~
- ~~3. Assign, coordinate, evaluate and oversee the student's completion of courses that meet grade level and District and State content standards.~~
- ~~4. Complete and accurately maintain required documents for the audit trail.~~

- ~~5. Have the ability to act as teacher, counselor, coach, mentor, and student advocate.~~
- ~~6. Keep the student and parents/guardians/caregivers informed of the student's progress or lack of progress.~~
- ~~7. Participate in curriculum development, materials selection, staff development and professional growth activities.~~

In additional, Independent Study teachers must have:

- ~~1. A valid teaching credential issued by the State Board of Education or the Commission for Teacher Preparation.~~
- ~~2. Student teaching.~~
- ~~3. A special fitness to perform.~~
- ~~4. Consented to teach Independent Study~~
- ~~5. Certified as NCLB compliant (Highly Qualified)~~

Supervising Teacher

Each independent study student shall have only one supervising teacher whose duties are to:

- ~~1. Continually oversee the student's educational plan, allocate resources and evaluate student progress.~~
- ~~2. Generally supervise, coordinate and evaluate the work of each student they are assigned.~~
- ~~3. Personally determine or review a determination made by another certificated teacher of the time value of the student's completed work.~~
- ~~4. Complete, verify, and sign attendance documents.~~
- ~~5. Complete, verify, and submit all records for audit trail.~~
- ~~6. Provide instruction and assignments that are aligned with the Oak Park Unified School District course of study and California Content Standards.~~
- ~~7. Supervise student's study and evaluate coursework completed by the student~~
- ~~8. Assess all student work for attendance credit.~~
- ~~9. Select and save representative samples of student's completed and evaluated assignments.~~
- ~~10. Maintain and keep current any required records and files.~~
- ~~11. Determine and assign grades or other approved measures of the student's achievement when appropriate.~~
- ~~12. Keep parents and administrator informed of the student's progress when appropriate and in — a timely manner.~~
- ~~13. Counsel and coach for the student's success.~~
- ~~14. Work on Oak Park Unified School District educational and curriculum committees.~~
- ~~15. Continue to grow professionally through a staff development plan, including participation in school-based inservice and study group activities.~~

Administration of Home Independent Study

The Director, Alternative Education shall:

- ~~1. Ensure the Home Independent Study occurs in accordance with state law and district policy and regulations.~~
- ~~2. Approve the participation of students requesting Home Independent Study.~~

3. ~~Facilitate and monitor all paperwork and procedures for Home Independent Study.~~
4. ~~Establish and maintain in a systematic manner all records required by state law and regulations.~~
5. ~~Approve all academic credits and attendance earned through Home Independent Study.~~
6. ~~Authorize the selection of all staff members who are assigned to supervise Home Independent Study.~~
7. ~~Supervise and evaluate staff.~~
8. ~~Develop and participate in a staff development program for Home Independent Study.~~
9. ~~Prepare or coordinate the preparation of all necessary records and reports.~~
10. ~~Develop and manage the budget for Home Independent Study.~~
11. ~~Provide a smooth transition into and out of the Home Independent Study mode of instruction.~~
12. ~~Continue to grow professionally through a staff development plan and maintain CCIS membership.~~

~~The administrator shall incorporate into the program procedures appropriate use of strategies with the aim of increasing pupil achievement as well as reducing and preventing failures. They include:~~

1. ~~A letter of concern to the student and parent if appropriate.~~
2. ~~A specially scheduled appointment.~~
3. ~~A special meeting with the teacher and/or counselor.~~
4. ~~A meeting with the administrator, including the parent/guardian/caregiver.~~
5. ~~Placing the student on a student discipline contract.~~
6. ~~Referring the student to a Student Study Team (SST).~~
7. ~~Referring the student to the School Attendance Review Board (SARB).~~
8. ~~Increasing the amount of time the student meets with a teacher or in an equivalent supervised situation.~~
9. ~~Terminating the Home Independent Study Agreement and recommendation for the student's return to a regular classroom option or other appropriate alternative.~~

Work Samples

~~Representative samples of original work of the student evaluated by a certificated teacher must be on file. Representative samples are defined as examples for each class representing student work product where ADA was reported for attendance. A representative work sample is one per course during a semester.~~

~~The work samples should include the identification of the:~~

1. ~~Certificated teacher signature or initials indicating personal evaluation of the work or has personally reviewed the evaluations made by another certificated teacher~~
2. ~~Date of assessment evaluation for attendance credit~~
3. ~~Subject/course~~
4. ~~Student's name~~
5. ~~Academic evaluation~~

Attendance

~~Attendance procedures for Home Independent Study must meet the following attendance requirements:~~

~~Kindergarten ——— 3 hours per day or 15 hours per week~~

~~Grades 1 to 12 ——— 4 hours per day or 20 hours per week~~

~~Home Independent Study attendance credit is based on the completed work product of the student. ADA is based on the Home Independent Study teacher's judgment of the time value of each work product. Work assignments must be equivalent to the full school day assignments that would have been required of the student if the student were in the classroom option. If the work is completed by the due date, attendance credit may be claimed providing the student's completed work is equivalent to the minimum day for the specified grade level. For K-12, attendance is recorded in days.~~

~~Home Independent Study attendance must:~~

- ~~1. Be on a separate state approved attendance register.~~
- ~~2. Be approved by the State Department of Education if a school/program is using an alternative —and/or computerized attendance report.~~
- ~~3. Match teacher records with attendance reports.~~
- ~~4. Be recorded in whole days for apportionment of at least the applicable minimum day for K-12 with maximum ADA of five (5) days per week.~~
- ~~5. Work will not be accepted after the due date of attendance credit. Student's work may be accepted for academic credit after the due date.~~
- ~~6. Excessive days/hours of work cannot be "banked" and must be reported for some period of time when a student does not turn in work equal to the minimum number of days/hours.~~
- ~~7. Include signature or initials of certificated teacher on attendance records.~~

Records

~~Records shall be maintained for each student in Home Independent Study. These records will be maintained by the certificated teacher and housed in the Home Independent Study classroom. Units of credit in Home Independent Study may be applied toward promotion to the next grade or towards graduation.~~

~~The following records must be available for an audit and shall include, but not be limited to:~~

- ~~1. A copy of the District Board Policy and Administrative Regulations pertaining to Home Independent Study.~~
- ~~2. A file for each student containing: enrollment documents including Inter or Intra District Transfer Permits (if applicable); Home Independent Study Agreement and any Subsidiary Contracts; Student Assignment Records; representative samples of completed work by the student and evaluated by a certificated teacher; record of attendance, credits, grades, and other evaluations of Home Independent Study assignment; student transcripts for high school students (transcript will be from the school of record).~~
- ~~3. A list of all students, by grade level and school, who have participated or are currently participating in Home Independent Study, showing "credits attempted" and "awarded to" each~~

~~student and a record of the student's attendance.~~

~~4. A list of Home Independent Study teachers that includes their teaching assignments.~~

~~5. A written record of findings of an evaluation regarding non-producing/non-attending students.~~

~~6. A letter of approval for system of accounting (computerized) from California Department of Education.~~

~~All records are to be kept for three (3) years and made available for auditors. Student transcripts are kept permanently.~~

~~Units earned may be applied toward graduation and therefore shall be coordinated with the school involved. The high school shall certify Home Independent Study students for graduation providing they meet all of the requirements. In the event there is a dispute relative to the credits given, the parents and student have the right to appeal.~~

Physical Education

~~The Oak Park Unified School District will allow students to be exempted from regular physical education classes if they are participating in an approved Independent Study Physical Education Program as outlined in these regulations. Students who are competing at an advanced, pre-professional, or professional level of competition may apply for independent study after the off-campus instructor or agency has met district requirements for approval.~~

Criteria and Eligibility

~~1. Independent study Physical Education must develop proficiency, knowledge, and skills that cannot be achieved within an in-school program.~~

~~2. The time spent in instruction must equal or exceed a minimum of ten (10) hours per week, not to include competition or performances.~~

~~3. Independent study Physical Education may be graded on an A-F grading system.~~

~~4. Senior high school students may use the independent study Physical Education exemption to meet some or all of the 10th grade Physical Education II requirement.~~

~~5. Students participating in independent study Physical Education must meet the District criteria for eligibility as well as administrator approved site criteria.~~

~~6. An Independent Study Master Agreement must be completed prior to the beginning of independent study Physical Education.~~

Independent Study Physical Education Agency Procedures

~~1. Off-campus schools, institutions, and instructors shall provide evidence of background and experience in a written application to the District requesting authorization to serve students in an Independent Study Physical Education Program.~~

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~~2. The District requires verification of insurance coverage of both the instructor and the agency by requiring a Certificate of Insurance naming the Oak Park Unified School District as an additional insured, in the minimum amount of \$300,000 combined single limit which includes bodily injury and property damage and a hold harmless clause. If the instructor is an independent contractor at the facility where instruction will be provided, both instructor and facility must provide a Certificate of Insurance naming the Oak Park Unified School District as an additional insured and a hold harmless clause. An Endorsement must accompany the Certificate of Insurance.~~

~~3. The off campus schools, institutions, and instructors must be willing to cooperate fully with the District in the conduct of the program in regards to the quality of instruction, dates and times of meeting, attendance records, immediate supervision of the student, and evaluation of the student's performance and progress. Failure to satisfy these requirements will result in forfeiture of the right to conduct an Independent Study Physical Education Program with the Oak Park Unified School District.~~

Student/Parent Procedures

~~1. A written request for independent study Physical Education is to be submitted no later than the first week in May for the fall semester and no later than the first week in January for the spring semester.~~

~~2. Submit a hold harmless agreement signed by the parent which holds the District harmless from any liability or claims as a result of the independent study.~~

Transportation and Other Costs

~~1. Transportation to and from independent study Physical Education is the responsibility of the student and parent.~~

~~2. The District will not be expected to provide any instructional supplies, textbooks, equipment or other materials for the independent study Physical Education program and/or activities.~~

~~3. There will be no cost incurred to the District for a student's participation in any program covered by these regulations.~~

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)

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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.
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.
5. Volunteer community service activities and leadership opportunities 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.

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

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No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

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 timeframe. 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 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. Providing access to Internet connectivity and 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, 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 provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program 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

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status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's 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 by means of independent study. (Education Code 51745)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or the Governing Board. (Education Code 46300.1, 46300.4)

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

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 the student's 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 failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring 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 the regular classroom program or other alternative program.

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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 include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator.
2. Approving or denying the participation of students requesting independent study.
3. Facilitating the completion of written independent study agreements.
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction.
5. Approving all credits earned through independent study.
6. Completing or coordinating 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 district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger 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)

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The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement.
2. Supervising and approving coursework and assignments.
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due.
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy.
5. Providing direct instruction and counsel as necessary for individual student success.
6. Regularly meeting with the student to discuss the student's progress.
7. Determining the time value of assigned work or work products completed and submitted by the student.
8. Assessing student work and assigning grades or other approved measures of achievement.
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day for which independent study is provided.

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

CSBA recommendation is to remove cross references from published policies as they are updated.

Adopted: 12-4-01

Amended: 9-19-06, 6-08, 2-10, 2-11, 7-25-21