

ADMINISTRATIVE REGULATION

Garden Grove Unified School District will provide an Independent Study program through Virtual Learning Academy as an optional alternative for students in grades (K-12) who need an alternative education setting (due to an inability) to attend in-person instruction.

A. Alternative Education: (K-12) Independent Study Program

1. Decision for referral is based on administrator, counselor and/or parent request and should include consideration of educational goals, maturity level, motivation, and district graduation requirements.
2. Curriculum/Content is aligned to grade level standards that are substantially equivalent to in-person instruction. For high schools, this includes access to District required courses for graduation and approved by the University of California or the California State University as creditable under the a–g admissions criteria.
3. A student’s participation in independent study shall be voluntary. Upon request, students will be permitted to transition to in-person learning upon request within five instructional days.

B. Satisfactory Educational Progress

1. Student participation in independent study is contingent upon students making satisfactory educational progress. Satisfactory educational progress will be determined by all of the following indicators:
 - a. 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 GGUSD course of study and grading guidelines.
 - b. Completion of assignments, assessments, or other indicators that evidence that the student is working on assignments.
 - c. Learning required concepts as determined by the supervising teacher.
 - d. Progressing toward successful completion of course of study or individual course, as determined by the supervising teacher.

C. Live Interaction and Synchronous Instruction

Students enrolled in the independent study program will participate in live interaction and synchronous instruction.

1. Live interaction may be between the student and District classified or certificated staff, and may include peers. Live interaction is intended to maintain school connectedness,

including but not limited to: wellness checks, progress monitoring, provision of support services and instruction. This interaction may take place in person or in the form of internet or telephone communication.

2. Synchronous instruction is classroom-style instruction or designated small group or one-on-one instruction delivered in person in the form of internet or telephone 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.
3. Students in independent study will have the opportunity to participate in live interaction and synchronous instruction in accordance with law at each grade level throughout the school year, or until they disenroll from the program, as follows:
 - a. Kindergarten to grade 6: daily synchronous instruction
 - b. Grades 7 to 8: both daily live interaction and at least weekly synchronous instruction
 - c. Grades 9 to 12: at least weekly synchronous instruction

D. Written Agreement

1. The Superintendent or designee shall ensure that the District executes a written independent study agreement with each participating student as prescribed by law. Individual independent study agreements and any supplemental agreements and assignments will be consistent with GGUSD's adopted course of study.
2. Independent study agreements shall be signed, before the commencement of the program, by the student, and the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the school official who is designated as having responsibility for the general supervision of the independent study program, and all persons who will have direct responsibility for providing assistance to the student. Written agreements may be signed by all required parties electronically in compliance with state requirements.
3. The written agreement shall include:
 - a. General student data, including the student's name, address, grade level, birthdate, age, school of enrollment, and contact information.
 - b. The manner, time, frequency, and place for submitting a student's assignments, for reporting student's academic progress, and for communicating with a student's parent or guardian regarding student's academic progress.
 - c. The objectives and methods of study for the student's work, and the methods used to evaluate that work.

- d. The duration of the written 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.
- e. A statement that articulates the academic and other supports that will be provided to students who are not performing at grade level, or need support in other areas.
- f. The specific resources that will be made available to students including providing access to connectivity and devices that allow students to adequately participate in the educational program and complete assigned work.
- g. A statement that the maximum length of time that may elapse between the time an assignment is assigned and the date by which the pupil must complete the assigned work shall be four weeks for students in grades kindergarten through grade twelve, the number of missed assignments allowed before an evaluation of whether or not the student should be allowed to continue in independent study, and the level of satisfactory progress a student is expected to meet in order to continue in independent study.
- h. Subjects/courses in which a student is enrolled and the credit value or academic value to be earned upon completion of the course.
- i. Statement informing parents that participation in independent study is voluntary.

E. Tiered Re-Engagement

If a student fails to complete three assignments or is not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of a local education agency's approved instructional calendar, or pupils found not participating in synchronous instructional offerings for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span, or is in violation of their written agreement, the supervising teacher and administrator will initiate tiered re-engagement strategies designed to promote attendance in synchronous instruction and participation in live interaction as well as increase the regular, on-time submission of student work that reflects progress toward grade-level standards competency. Re-engagement strategies will include but are not limited to:

1. Verification of current contact information for student
2. Notification to parent/guardians of lack of participation within one school day of the absence or lack of participation
3. Technology check to ensure digital access is supported by all means possible

4. Meetings between the family and school staff to determine the best manner to re-engage the student in the independent study program
5. Referral to MTSS system of supports for targeted intervention in the identified areas of need including subject matter tutoring
6. Referral to school-based mental health services
7. Home visits with support from Student Services
8. Connecting family to community-based systems of support

Ref: EC Sections 51745-51749.6, CCR, Title 5, Sections 11700-11703

Adopted: February 28, 2022

Revised: August 10, 2022



Garden Grove Unified School District Virtual Learning Academy Independent Study Agreement

Student Name:		Student ID:	Grade:	Age:
School of Enrollment:		Date of Birth:	Student Cell:	
Address:	City:		Zip Code:	
Parent/Guardian/Caregiver Name:			Parent/Guardian/Caregiver Cell #:	
Parent/Guardian/Caregiver Email			2 nd Phone Number:	
Duration of Agreement:	Beginning Date:	End Date:		

Objectives and Methods of Study, Methods of Evaluation and Resources

All Virtual Learning Academy course and grade level objectives will be aligned with the guidelines established in the GGUSD Course of Study. Methods of evaluation, and resources for each assignment covered by this agreement will be maintained on online platforms where students access assignments. Academic progress will be reported to parents/guardian as consistent with GGUSD's progress reporting periods. Access to connectivity and devices adequate to participation in the Virtual Learning Academy will be provided to students. Academic and socio-emotional support will be provided to students based on their individual needs and will include but are not limited to: online/in-person tutoring, mental health support services, progress monitoring of English learner students, and other multi-tiered system of supports.

Subjects/Courses Enrolled:

Course/Subject Area	Course Value/Credit Needed	Course/Subject Area	Course Value/Credit Needed

Additional Classes: If the student satisfactorily completes all of the above subject/courses before the ending date of the Agreement, one or more subjects/courses may be added to the Agreement if the Agreement is re-signed and re-dated by the teacher and the student.

Reporting

Students are required to report to their teacher as scheduled below. Parents/guardians must also communicate with their student's teacher(s) regularly, with the frequency and manner being determined by the teacher based on the student's progress and needs. More frequent contact with a student's teacher may be required to support student success.

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|---------------|---------------------------------------|--|
| ● K-6 Grade | Frequency of Reporting: Daily | Manner of Reporting: Online or In Person |
| ● 7-12 Grade | Frequency of Reporting: Weekly | Manner of Reporting: Online or In Person |
| ● 4-8th Grade | Daily Interaction Required | Type of Interaction: Online or In Person |

Assignments and Evaluation

According to District policy, the maximum length of time allowed between the assignment and the due date is four weeks unless a prior exception is made in accordance with District policy. Students may submit assignments in hard copy form or using approved digital platforms. Assignments must be submitted by the pre-determined due date.

An evaluation will be held to determine if Independent study is an appropriate educational program for this student after three missed assignments, or if the student is not generating attendance for more than



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three school days or 60% of the instructional days in a school week, or is in violation of their written agreement, or is not making satisfactory education progress. The supervising teacher and administrator will initiate tiered re-engagement strategies designed to promote attendance in synchronous instruction and participation in live interaction as well as increase the regular, on-time submission of student work that reflects progress toward grade-level standards competency.

Satisfactory Educational Progress

Satisfactory educational progress will be evaluated using the following measures:

- 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 GGUSD course of study and grading guidelines.
- Completion of assignments, assessments, or other indicators that provide evidence that the student is working on assignments.
- Learning required concepts as determined by supervising teacher.
- Progressing toward successful completion of course of study or individual course, as determined by the supervising teacher.

Voluntary Statement:

The Garden Grove Unified School District (GGUSD) Virtual Learning Academy is an optional and voluntary educational alternative that students have the option to select. All students who choose alternative education must have the continuing option of returning to a traditional classroom setting.

Equitable Provision of Resources and Services:

The GGUSD Virtual Learning Academy is to be substantially equivalent in quality and quantity to classroom instruction, and students who choose to engage in the Virtual Learning Academy are to have equality of rights and privileges with students in a traditional school program.

Signatures and Dates:

I have read and understand the terms of this agreement, and agree to all the provisions set forth.

	Signature	Date
Student		
Parent		
Supervising Teacher		
Other Assisting Person		
Other Assisting Person		
Other Assisting Person		

Non-Discrimination Statement: The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status or association with a person or a group with one or more of these actual or perceived characteristics.