

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT
Board of Trustees
Special Board Meeting Agenda

AGENDA May 18, 2026 School Campus - Community Resource Center 5:00 P.M.

- 1.0 Call Public Session to Order
 - 1.1 Roll Call to Establish Quorum
 - 1.2 Pledge of Allegiance
 - 1.3 Introduction of Guests

- 2.0 Opportunity for Members of the Public to Address the Board

At this time, members of the public may comment on any item not appearing on the agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of three (3) minutes so all interested parties have an opportunity to speak with a total of fifteen (15) minutes allotted for the Public Comment Period. Please state your name and address for the record.

- 3.0 Superintendent's/Principal's Report
 - 3.1 - Expanded Learning Opportunities Program (ELOP) Presentation

- 4.0 Public Comment On Closed Session Topics

General public comment on any closed session item will be heard. Pursuant to Board Policy, the Board may limit individual comments to no more than 3 minutes and individual topics to 15 minutes. It is recommended you begin your comments by stating your name.

- 5.0 Adjourn to Closed Session
 - 5.1 Public Employee Discipline/Dismissal/Release (Government Code section 54957)
 - 5.2 Public Employee Performance Evaluation (Government Code Section 54957)
Title: Superintendent
 - 5.3 Conference With Labor Negotiator (Government Code 54957.6)
 - 1.0 District Negotiator: Roberto Vaca, Superintendent
 - 2.0 Employee Organizations
 - a. MSAT
 - b. Classified Members

- 6.0 Convene Regular Session at 6:30pm
 - 6.1 Report Action Taken in Closed Session (If any)

- 7.0 Consent Items / Review / Public Hearing/ Public Input / Board Discussion / ACTION (as applicable)
 - 7.1 ELOP Agreement with FUEL Renewal (A)
 - 7.2 6158 Board Policy - Independent Studies - Update (A)
 - 7.3 6158 Regulation: Independent Studies - Update (A)

- 8.0 Closing Activities

The Governing Board members have the opportunity to comment.

- 9.0 Adjournment (A)

*Persons who are in need of a disability-related modification or accommodation in order to participate in the board meeting may make a request to the Superintendent at P.O. Box 25, 10643 Avenue 416, Sultana, CA 93666, (559) 591-1634. Such a request should be in writing if possible, or may be made in person or by telephone (e-mail or text message requests will not be allowed). The request for accommodation should specify the nature of the modification or accommodation requested, including any necessary auxiliary aids or services required, and the name, address and telephone number of the person making the request. The request should be made as soon as possible and if possible no later than one day before the meeting.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT
Board Meeting Agenda Item Summary
May 5, 2026

AGENDA SECTION: **3.0 SUPERINTENDENT’S REPORT**

AGENDA ITEM: **3.1. Expanded Learning Opportunities Program (ELOP) Overview**

ATTACHMENTS: **NONE**

DISCUSSION:

Expanded Learning Opportunities Program (ELOP) Overview

Ms. Catherine Diaz will provide the Board of Trustees with an overview of the Expanded Learning Opportunities Program (ELOP), including current program implementation, areas of focus, and considerations for the 2026–2027 school year.

RECOMMENDATION: NONE

PROPOSED ACTION: NONE

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT
Board Meeting Agenda Item Summary
May 18, 2026

AGENDA SECTION: CONSENT

AGENDA ITEM: 7.1 FUEL/ MS EXPANDED LEARNING OPPORTUNITIES PROGRAMS

ATTACHMENTS: 2026-2027 ELOP PROGRAM PLAN RENEWAL PLAN SUMMARY
MS/FUEL AGENCY AGREEMENT

DISCUSSION:

The ELOP program plan guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates the law, and provides continuous improvement in the development of an effective Expanded Learning Opportunities Program design.

Also included, is the renewal agreement with Future Unique Enthusiastic Leaders (FUEL) to administer the program plan and opportunities for the students and families of Monson- Sultana.

Attached you will find the updated Agency Agreement, the 2026-2027 Expanded Learning Program Plan. The board will need to approve the program plan and the agency agreement.

RECOMMENDATION: The Superintendent recommends that the Board approve the ELOP and FUEL contract as presented.

PROPOSED ACTION: APPROVE

AGENCY AGREEMENT
Between
Future Unique Enthusiastic Leaders (FUEL) Expanded Learning Programs
And
MONSON-SULTANA ELEMENTARY SCHOOL
Expanded Learning Opportunities (ELO)

THIS AGENCY AGREEMENT is entered into between the **Future Unique Enthusiastic Leaders (FUEL) Expanded Learning Programs**, hereafter referred to as “**COLLABORATIVE PARTNER**” and the **MONSON-SULTANA ELEMENTARY SCHOOL** hereafter referred to as “**DISTRICT**”.

COLLABORATIVE PARTNER and DISTRICT agree to the following:

TERM OF AGREEMENT

This agreement shall cover the period July 2026- June 30th, 2027.
FUEL Expanded Learning Opportunities Grant

COST OF SERVICES

DISTRICT shall pay the COLLABORATIVE PARTNER the actual cost of such services for the **Expanded Learning Opportunities Program Services** to the extent they are allowable under the terms of the applicable sum of \$ 648,874.00. COLLABORATIVE PARTNER requires a DISTRICT representative of MONSON-SULTANA to review and sign the **Cost of Services Agreement** in **Exhibit B**.

SCOPE OF SERVICES

This Agency Agreement shall cover the operation and coordination of the Expanded Learning Opportunities (ELO) Program for the remainder of the 2026-2027 School year:

Monson-Sultana Elementary School

COLLABORATIVE PARTNER requires the school site principal representing the school sites listed above to review and sign the **Principal’s Acknowledgment** in **Exhibit A**.

Expanded Learning Program (ELO) Content

1. **THE FUEL ELO Program** will provide extended enrichment services beyond the ASES criteria and provisions. Services will be offered to all students enrolled at Monson Sultana.
2. **THE FUEL ELO Program** will align with the expectations of the regular school day and the existing (ASES) After School program.
3. **THE FUEL ELO Program** will operate throughout the remainder of the school year and may include, but is not limited to, Summer School, Expanded Learning After School, intersession, and some weekends.
4. **The FUEL ELO Program** will include afternoon enrichment opportunities in science, technology, engineering, art, math, cooking, physical fitness, service learning, study trips, and extended opportunities.
5. **Program Enrollment** is driven by needs assessments. The program will be made available to all students who attend said DISTRICT. With a priority on grades TK-6th as described by the ELOP grant guidelines, with expansion and inclusion of grades 7-8 based on space availability. Parents/Students who are interested in any FUEL programs will need to complete a FUEL Registration application via ERC. *The FUEL ELO Program will request from parents or guardians the pupil’s health information*

information, such as whether a pupil has allergies or asthma, before pupil enrollment pursuant to Education Code section 8483.4(d).

6. **Students' Attendance and Recordkeeping** will mirror the ASES record-keeping format. Attendance will be taken daily, reviewed, and filed.
7. **FUEL Expanded Learning Program**
COLLABORATIVE PARTNER shall employ the following personnel to facilitate direct services to students:

FUEL Administration

- COLLABORATIVE PARTNER shall furnish a full-time paid FUEL EXPANDED LEARNING Chief Executive Officer (CEO) who shall provide leadership in program development and implementation for all entities participating in the program and overall direction to the program. COLLABORATIVE PARTNER shall provide resources and support staff for the FUEL EXPANDED LEARNING PROGRAM as the DISTRICT deems appropriate.
 - FUEL Administration will coordinate and schedule Expanded Learning Services for the school year.
 - The FUEL Administration will collaborate with stakeholders to develop and design a quality extension of the existing FUEL Expanded Learning Program (ASES). Collaborative efforts will assist the FUEL Administration in developing the ELO Program Plan. After review and approval, the FUEL Administrator will submit the program plan to the California Department of Education Expanded Learning Division.
 - The FUEL CEO will oversee FUEL Employees and serve as an HR representative.
 - The FUEL CEO will serve as the FUEL Business Manager and will maintain quality record keeping to be available for future audits.
 - The FUEL CEO will maintain accurate timekeeping records and run biweekly payrolls for all FUEL team members.
 - The FUEL CEO will meet regularly with the school site business manager to review expenditures, invoices, data, and reports.
 - The FUEL CEO will be available for all local and state audits and serve as a team member to the district to ensure no findings.
 - The FUEL Administration will be responsible for staffing employees to serve all FUEL programs.
8. **FUEL Expanded Learning Program Personnel**
Except as otherwise agreed to in writing by both DISTRICT and FUEL, all personnel employed by the FUEL Expanded Learning Program shall be FUEL employees. Employees shall be subject to all FUEL personnel policies and hiring requirements (including a background check and DOJ fingerprint clearance).

FUEL Expanded Learning Program shall be solely responsible for all matters of employment and personnel administration, including but not limited to hiring, scheduling, wages and salaries, benefits, worker's compensation costs, general liability insurance, unemployment costs, employee discipline, and termination.

FUEL will notify the District and the District will notify FUEL by the next working day following, and submit a written report within seven days of the occurrence of any health- or safety-related issues, including, but not limited to, issues involving criminal background clearances for employees, building safety, and any event specified in subdivision (c) pursuant to Education Code section 8483.4(b).

9. **Student Safety**

COLLABORATIVE PARTNER is committed to supporting the DISTRICT by ensuring the safety of FUEL EXPANDED LEARNING participants. COLLABORATIVE PARTNER will recognize

procedures in the existing DISTRICT Crisis Response Plan and/or School Safety Plan, and collaboratively determine appropriate courses of action needed for staff and students for implementation. The FUEL team will continue to maintain an extended COVID health and safety plan.

EXHIBIT A

PRINCIPAL ACKNOWLEDGEMENT OPERATION REQUIREMENTS

DISTRICT intends to provide students with an exceptional Expanded Learning Program (ELO). To accomplish this, the following support is needed from the school site:

SAFETY:

- The principal arranges for a student absence list, and/or early release from the school list, to be released daily to the Chief Operations Officer.
- The principal promotes student safety after school by reviewing the site's current emergency procedures and evacuation plans with the Chief Operations Officer.
- The principal will assist and coordinate collaboration with the school nurse to provide health and safety guidelines and training, in order for FUEL to support students with medical needs.
- The principal promotes student safety after school by requesting input from the Chief Executive Officer and/or Chief Operations Officer to ensure appropriate support for response coverage during after-school hours.
- FUEL and Principal coordinate expanded learning staff participation in site-based disaster response training that would impact student safety after school (e.g., operating the tele-parent system, emergency enforcement call list, etc.)
- FUEL and the Principal are aware of student participants' health and medical needs, as appropriate, and adjust activities as needed.
- FUEL and the Principal will calendar dates for emergency drills to be practiced after school.

ALIGNMENT

- The District Learning Director will collaborate with the FUEL Chief Executive Office to identify core subjects and program objectives to be emphasized through hands-on learning and academic enrichment activities.
- The principal, or designee, ensures that regular day school staff are kept informed of program activities and is encouraged to invite the FUEL Expanded Learning staff to provide updates at staff meetings.
- The District Learning Director and Chief Operations Officer will determine final student enrollment into the program based on priority needs. If priority students do not maximize program capacity, enrollment may be opened on a first-come-first-serve basis to the general student body.
- The FUEL (ELO) Summer After School Program will operate every day there is summer school.
- The FUEL (ELO) Summer Learning Operation hours in addition to the regular summer school hours will total 9 hours/ day.
- Enrollment is available for TK-6 grade (CEC 46120) students or as specified by the district with a priority on grades TK-6th as described by the ELO grant guidelines with expansion and inclusion of grades 7-8 based on space availability.

OPERATION

- The ELO program operation will mirror the Monson Sultana Elementary School District site calendar. Beginning on the first day of school, August 12th, 2026 - May 28th, 2027.

- The Site Manager and the FUEL Chief Operations Officer will determine final student enrollment into the program based on priority needs. If priority students do not maximize program capacity, the general student body may open enrollment on a first-come-first-serve basis.
- The FUEL (ELO) program will also serve as the Summer After School Program and operate every day there is summer school.
- The FUEL (ELO) Summer Learning Operation hours, in addition to the regular summer school hours, will total 9 hours/ day.
- Classroom sizes and operations will meet County Local Health agency and District guidelines to meet COVID regulations and safety expectations (i.e. masks, social distancing, health screening, etc.).
- Enrollment is available for TK-6 grade (CEC 46120) students or as specified by the district with a priority on grades TK-6th as described by the ELO grant guidelines with expansion and inclusion of grades 7-8 based on space availability.
- FUEL Expanded Learning Program will recruit student participants in order to achieve ADA goals.
- The Chief Operations Officer will coordinate efforts to fill student vacancies as soon as they occur to maximize ADA.

COMMUNICATION

- FUEL's Chief Executive Officer and/or the Chief Operations Officer shall immediately address any concerns on the part of parents, teachers, employees, students, or neighbors regarding the operation of FUEL.
- Principal designates a mailbox or area for distribution of mail, faxes, deliveries, or other similar items.
- FUEL Chief Executive Officer and/or the Chief Operations Officer gains review and approval from the Principal before posting printed communication for public display on campus or disseminating communication to parents.

SCHOOL FACILITIES

- The principal identifies classrooms in good repair to be used for each class, prior to the first day of school/program.
- FUEL ensures that assigned classrooms, workspaces, storage areas, and other areas that FUEL occupies shall be left clean, tidy, and free of any debris or remaining supplies.

PROGRAM COORDINATION:

- FUEL will provide the Principal with a program daily schedule and program yearly planning calendar.
- FUEL will notify the Principal of changes in the program schedule and/or special events.
- FUEL team members will participate in on site staff professional development.

MEAL PROGRAM:

- The principal and FUEL Chief Executive Officer and/or the Chief Operations Officer will coordinate a regular and appropriate location for students to be served and eat snacks.
- The principal agrees to snacks being delivered to the site and stored for later use.
- The DISTRICT Nutrition Services department will provide snacks for the program.
- DISTRICT ensures snacks are nutritious and meet the requirements set forth by the CDE in the Nutrition Standards for Snack After School.

- DISTRICT is responsible for providing storage for perishable food items at the School Site.
- FUEL staff will disseminate snacks according to the district's requirements, understanding they will be held responsible for demonstrating compliance procedures when audited.

I have read and understood the above Operating Acknowledgement and agree to adhere to its performance to the best of my ability:

Roberto Vaca
Superintendent/Principal
Monson-Sultana Elementary School District

Date

Catherine Diaz Burciaga
Chief Executive Officer
FUEL Expanded Learning Program

Date

EXHIBIT B

COST OF SERVICES AGREEMENT

- a. The COLLABORATIVE PARTNER shall meet with the DISTRICT Business Manager quarterly and/or as needed.
- b. The COLLABORATIVE PARTNER shall submit a projected Fiscal Expenditure Report to the DISTRICT. Subject to change but not exceeding the maximum amount of the grant issued.
- c. The COLLABORATIVE PARTNER will submit a monthly invoice to the DISTRICT Business Manager prior to the month of service. The invoice will be broken down by expenditure category. Includes expenses for Administrative Services, Program Direct Services, Certificated Employees Payroll, Classified Employees Payroll, Employee Benefits, Materials and supplies, Contracted Services, Services and Operations, Field trips, and transportation expenses.
- d. Program Direct services expenses are not to be less than 85 percent of the total grant award amount for direct services and no more than 15 percent of the grant award amount for Administrative Costs. Administrative costs are outlined in #7 of the ELO Contents.
- e. Payment of services. The DISTRICT Business Manager will issue a check to the FUEL Expanded Learning Program for services prior to the beginning of the month of services.

The DISTRICT and COLLABORATIVE PARTNER agree to abide by COLLABORATIVE PARTNER's fiscal controls to ensure all parties will be fiscally accountable for operational costs prior to incurring expenses.

The DISTRICT and COLLABORATIVE PARTNER will not exceed the agreed-upon program limits outlined in the AGENCY AGREEMENT without obtaining proper approval from the CDE to expand the FUEL EXPANDED LEARNING PROGRAM.

Expanded Learning Opportunities Program

County: Tulare

Period: 2025-26 P-1

District: Monson-Sultana Joint Union Elementary

CDS Code: 54 72009

PRIOR YEAR P-2 AVERAGE DAILY ATTENDANCE (ADA)

Note: If A-0 = TRUE, exhibit lines A-1, A-2 and B-1 will populate data; If A-0 = FALSE or is a blank, exhibit lines A-1, A-2 and B-1 will be zero.

Certified Intent to Operate the Expanded Learning Opportunities Program [EC 46120(d)(10)(A)]	A-0	TRUE
Grades TK/K-3 Reported Classroom-based ADA	A-1	184.84
Grades 4-6 Reported Classroom-based ADA	A-2	138.70
Total TK/K-6 Reported Classroom based ADA (A-1 + A-2)	A-3	323.54
UNDUPLICATED PUPIL PERCENTAGE		
Prior Year Unduplicated Pupil Percentage	B-1	0.8754
Second Prior Year Unduplicated Pupil Percentage (Commencing with 2026-27)	B-2	0.0000
Third Prior Year Unduplicated Pupil Percentage (Commencing with 2027-28)	B-3	0.0000
Fourth Prior Year Unduplicated Pupil Percentage (Commencing with 2028-29)	B-4	0.0000
EXPANDED LEARNING OPPORTUNITIES PROGRAM ENTITLEMENT		
Rate 1: Unduplicated Pupil Percentage greater than or equal to 55.00% [EC 46120(d)(1)(C)]	C-1	\$2,750.00
Rate 2: Unduplicated Pupil Percentage less than or equal to 54.99% [EC 46120(d)(1)(D)]	C-2	\$1,577.22
Entitlement Calculation (If B-1 >= 0.5500, A-3 * B-1 * C-1, else A-3 * B-1 * C-2)	C-3	\$778,874.00
Rate Eligibility Indicator	C-4	Rate 1
Minimum Entitlement [EC 46120(d)(2)]	C-5	\$100,000.00
Entitlement before Adjustments (If C-5	C-6	\$778,874.00
Miscellaneous Adjustments	C-7	\$0.00
Adjusted Expanded Learning Opportunities Program Entitlement (C-6 + C-7)	C-8	\$778,874.00
Adjustments to the Allocation [EC 46120(d)(9)]	C-9	\$0.00
Total Expanded Learning Opportunities Program Allocation (C-8 + C-9)	C-10	\$778,874.00

The 2026-2027 Expanded Learning Opportunities Budget includes:

Monson Sultana 2025-2026 Program Projections	ELO
1000 Certified Employees	\$ 82,267.00
2000 Classified Employees	\$ 200,000.00
3000 Employee Benefits and Taxes	\$ 63,084.00
4000 Books and Materials	\$ 75,000.00
5000 Service and Operations	\$ 9,000.00
5100 Contracted Services	\$ 80,000.00
6000 Equipment and Replacement	\$ 10,000.00
2000 Admin Classified Employee	\$ 93,523.00
3000 Admin Employee Benefits and Taxes	\$ 30,000.00
4000 Admin Books and Materials	\$ -
5000 Admin Service and Operations	\$ -
5100 Admin Contracted Services	\$ 6,000.00
6000 Admin Equipment and Replacement	
Total Expenses	
	\$ 648,874.00
Athletic Budget (coaches/Referees/equipment/supplies) (\$20,000 was added to supplies, \$10,000 Contracted Services)	\$30,000.00
District Allocation to cover	
Bud Driver/Custodian	\$100,000
26-27 ELOP ALLOCATION	\$778,874.00

Monson Sultana Bus Driver/Custodian (Employed by the school district)- \$100,000 Annual Salary Full-time position with benefits to be paid 100% out of the ELOP grant. The position will serve After the Bell custodial duties to include Expanded Learning Program Classroom Maintenance, MS Gym maintenance, Athletic transportation, and provide a daily 5 p.m. late bus transportation to district students.

The FUEL Expanded Learning Program has built in agreement with the MS School District Athletic Department a budget to support after-school sports. \$30,000 will be allocated to the MS Athletic Department. The FUEL program will assist and manage materials and supplies for the athletic sport programs. FUEL will work aligned with the MS Athletic Director (7:45-3:45) with the expanded learning program. The MS Athletic director will oversee the selection and scheduling of Athletic employees. Assist and manage ELOP grant compliance, including but not limited to maintaining attendance, providing support to all student athletes, and managing practice and game schedules. Please see the program plan for more details.

THE REPRESENTATIVES specified below, or the representative's designee, shall administer this Agency Agreement for COLLABORATIVE PARTNER and DISTRICT.

The person signing this Agency Agreement for the DISTRICT hereby represents and warrants that he/she is fully authorized to sign this MOU on behalf of the DISTRICT and to bind the DISTRICT to the performance of its obligations hereunder.

The parties, having read and considered the provisions outlined in this Agency Agreement, indicate their agreement by their authorized signatures below:

COLLABORATIVE PARTNER

DISTRICT SUPERINTENDENT

Catherine Diaz, Chief Executive Officer
Future Unique Enthusiastic Leaders
Expanded Learning Program
32143 Road 124
Visalia, CA. 93291
(559)967-3204

Roberto Vaca, Superintendent
Monson-Sultana School District
10643 Avenue 416
PO BOX 25
Sultana, CA. 93666

By: _____

By: _____

Date: _____

Date: _____

INDEMNIFICATION: COLLABORATIVE PARTNER and DISTRICT shall hold each other harmless, defend and indemnify their respective agents, officers, and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of COLLABORATIVE PARTNER or DISTRICT or their agents, officers and employees under this Agency Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agency Agreement or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer-employee.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT
Board Meeting Agenda Item Summary
May 18, 2026

AGENDA SECTION: **CONSENT**

AGENDA ITEM: **7.2 6158 BOARD POLICY**

ATTACHMENTS: **POLICY 6158: INDEPENDENT STUDIES**

DISCUSSION:

Administration recommends that the Board of Trustees approve the updated version of Board Policy 6158 – Independent Study in order to align district policy with the latest guidance and recommended language provided by the California School Boards Association (CSBA).

The proposed updates reflect current legal requirements, best practices, and operational guidance related to independent study programs and procedures in the State of California. The primary revision includes changing the minimum number of days required for a student to participate in independent study from three (3) days to one (1) day. This update provides greater flexibility for students and families while ensuring the district remains compliant with current independent study regulations.

RECOMMENDATION: The Superintendent recommends that the Board approve the updated Board Policy 6158: Independent Studies.

PROPOSED ACTION: APPROVE

Policy 6158: Independent Study

Status: DRAFT

Original Adopted Date: 03/01/2005 | Last Revised Date: 12/01/2024

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 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 for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

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, a charter school, an alternative school or program of choice, and/or an online course.

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

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)

An independent study student shall not be credited with more than one day of attendance per calendar day. (Education Code 46300)

A nutritionally adequate breakfast and lunch shall be made available at no cost to any independent study student scheduled for educational activities lasting two or more hours at a school site, resource center, meeting space, or other satellite facility, who requests a meal. (Education Code 49501.5)

General Independent Study Requirements

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

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 programs. 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. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written 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 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 of 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 (UC) or the California State University (CSU) as creditable under the A-G admissions criteria. (Education Code 51747)

The Superintendent or designee shall ensure that all students participating in independent study for 16 school days or more in a school year receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten (TK)-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 participating in an independent study program for 16 school days or more in a school year who are: (Education Code 51747)

1. Not generating attendance for more than ten percent of required minimum instructional time over four continuous weeks of the district's approved instructional calendar
2. Not participating in synchronous instructional offerings pursuant to Education Code 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span
3. In violation of their written agreement

Tiered reengagement strategies procedures used in district independent study programs shall include local programs intended to address chronic absenteeism, as applicable, including but not limited to the following: (Education Code 51747)

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 recording of a nonattendance day 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, for students who participate in an independent study program for 16 school days or more in a school year, 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. (Education Code 51747)

When any student enrolled in classroom-based instruction is participating in independent study due to necessary medical treatment or inpatient treatment for mental health or substance abuse under the care of appropriately licensed professionals, the student shall be exempt from the live interaction and/or synchronous instruction, tiered reengagement strategies, and transition back to in-person instruction requirements specified above. In such cases, evidence from appropriately licensed professionals, of the student's need to participate in independent study, shall be submitted to the Superintendent or designee. (Education Code 51747)

The Superintendent or designee shall ensure that a written agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in "Master Agreement," below, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an 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

A written agreement shall be developed and implemented for each student participating in independent study. (Education Code 46300, 51747)

For student participation lasting 16 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of 15 school days or fewer, a signed written agreement may be obtained at any time during the school year in which the independent study program takes place. (Education Code 46300, 51747)

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 is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place 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 give rise to 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 and no student may be required to participate
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

All learning agreements shall be signed by the student, the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of independent study, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. If the independent study program is projected to last for more than 15 school days, the learning agreement shall be signed before the commencement of the program. For an independent study program that is projected to last for 15 or fewer school days, the learning agreement shall be signed at any time during the school year in which the independent study program is to take place. (Education Code 51747)

For purposes of the above paragraph, caregiver means a person who has met the requirements of Family Code 6550-6552.

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 UC or CSU as creditable under the A-G admissions criteria.

The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that a 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. Additionally, the certification shall include plans to provide opportunities throughout the school year for all students in TK-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.

4. 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

5. 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 the student's performance on applicable student-level measures of student achievement and 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 one or more independent study courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, 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.

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; 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.

6. Examinations shall be administered by a proctor
7. 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.

8. A student shall not be required to enroll in courses included in the course-based independent study program
9. The student-teacher ratio in the courses in this program shall be in accordance with Education Code 51745.6
10. 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
11. Courses required for high school graduation or for admission to UC or CSU shall not be offered exclusively through independent study
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011
13. 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
14. A student with disabilities, as defined in Education Code 56026, may participate in course-based independent study if the student's individualized education program specifically provides for that participation
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study
16. 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

Learning Agreement for Course-Based Independent Study

Before enrolling a student in a course within a course-based independent study 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 #3 of "Course-Based Independent Study" 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 and no student may be required to participate

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 course-based independent study only if the student is offered the alternative of classroom instruction.

8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.

All learning agreements shall be signed by the student, the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. If the independent study program is projected to last for more than 15 school days, the learning agreement shall be signed before the commencement of the program. For an independent study program that is projected to last for 15 or fewer school days, the learning agreement shall be signed at any time during the school year in which the independent study program is to take place. (Education Code 51749.6)

For purposes of the above paragraph, caregiver means a person who has met the requirements of Family Code 6550-6552.

Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by CDE. (Education Code 51749.6)

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

Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

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)

Records

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 signed or initialed and dated 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

Additionally, the district shall maintain documentation of hours or fraction of an hour for student work products and the time that students engaged in asynchronous instruction. (Education Code 54747.5)

5. Appropriate documentation of compliance with the teacher-student ratios required by 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

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 live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as non-participatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also 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)

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

Program Evaluation

The Superintendent or designee shall annually report to the Board the number of district students participating in independent study, the average daily attendance generated 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. Based on the program evaluation, the Board and Superintendent shall determine areas for program improvement, as needed.

MONSON-SULTANA JOINT UNION ELEMENTARY SCHOOL DISTRICT
Board Meeting Agenda Item Summary
May 18, 2026

AGENDA SECTION: **CONSENT**

AGENDA ITEM: **7.3 6158 REGULATION**

ATTACHMENTS: **REGULATION 6158: INDEPENDENT STUDIES**

DISCUSSION:

Administration recommends that the Board of Trustees approve the updated Administrative Regulation (AR) 6158 – Independent Study in order to align district procedures with the latest guidance and recommended language provided by the California School Boards Association (CSBA).

While Board Policies establish the district’s overall direction, expectations, and governance related to independent study, Administrative Regulations provide the detailed procedures and operational guidance necessary for implementation. Administrative Regulation 6158 outlines the specific processes, timelines, responsibilities, and compliance requirements associated with the district’s independent study program.

RECOMMENDATION: **The Superintendent recommends that the Board approve the updated Regulation 6158: Independent Studies.**

PROPOSED ACTION: **APPROVE**

Regulation 6158: Independent Study

Original Adopted Date: 10/01/2015 | Last Revised Date: 12/01/2024

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)

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 a teacher(s) of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

Educational Opportunities

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. Continuing and special study during travel
4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
5. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

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.

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 district-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

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

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 shall be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency 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, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through independent study. (Education Code 51745)

Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program 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 independent study is in the student's best interest. 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. (Education Code 51747, 51749.5; 5 CCR 11701)

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, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

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 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)

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 "Records" 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, including time that the student engaged in asynchronous instruction
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, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

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