

CALIFORNIA DEPARTMENT OF EDUCATION  
**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS**  
 FORM J-13A, REVISED DECEMBER 2017

**SECTION A: REQUEST INFORMATION**

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/lq/aa/pa/i13a.asp> for information regarding the completion of this form.

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

LEA NAME: <b>Arena Union Elementary School District</b>		COUNTY CODE: <b>23</b>	DISTRICT CODE: <b>65557</b>	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: <b>Mr. Warren Galletti</b>			FISCAL YEAR: <b>2022-2023</b>	
ADDRESS: <b>P.O. Box 87 / 45 Lake Street</b>		COUNTY NAME: <b>Mendocino</b>		
CITY: <b>Point Arena</b>		STATE: <b>CA</b>	ZIP CODE: <b>95468</b>	
CONTACT NAME: <b>Catherine Chin</b>	TITLE: <b>Business Manager</b>	PHONE: <b>707-882-2803</b>	E-MAIL: <b>cchin@mcn.org</b>	

**PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):**

<input checked="" type="checkbox"/> <b>SCHOOL DISTRICT</b> Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> <b>COUNTY OFFICE OF EDUCATION (COE)</b> Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> <b>CHARTER SCHOOL</b>
--	---	--

**PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:**

**SCHOOL CLOSURE:** When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

**MATERIAL DECREASE:** When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

**LOST OR DESTROYED ATTENDANCE RECORDS:** When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

*"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."*

CALIFORNIA DEPARTMENT OF EDUCATION  
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS  
 FORM J-13A, REVISED DECEMBER 2017

**SECTION B: SCHOOL CLOSURE**

**PART I: NATURE OF EMERGENCY** (Describe in detail.)

- Not Applicable (Proceed to Section C)  
 Supplemental Page(s) Attached

Our district experienced an area-wide power outage that lasted about four hours where classrooms and all district facilities were without power and internet. The power outage occurred early in the morning, and initially there was no estimated time for power to be restored. Therefore, our district, in communication with several other districts within Mendocino County (ie. Fort Bragg Unified, Anderson Valley, Mendocino), all had to cancel school for the day due to the effects of this prolonged power outage.

**PART II: SCHOOL INFORMATION** (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Arena Union Elementary	6025092	Traditional	180	2	2	May 2, 2023	May 2, 2023	1

**PART III: CLOSURE HISTORY** (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Arena Union Elementary	6025092	2022-23	March 14-15, 2023	storm weather causing flooding, road closures, power outages	Yes
Arena Union Elementary	6025092	2022-23	January 5, 6, 9, 10, 11, 2023	storm weather causing flooding, road closures, power outages	Yes
Arena Union Elementary	6025092	2019-20	Oct, 28, 29, 30, 31, 2019	storm weather causing flooding, road closures, power outages	Yes
Arena Union Elementary	6025092	2018-19	February 26 - 28, 2019	storm weather causing flooding, road closures, power outages	Yes
Arena Union Elementary	6025092	2016-17	February 8, 2017	storm weather causing flooding, road closures, power outages	Yes
Arena Union Elementary	6025092	2016-17	January 9-11, 2017	storm weather causing flooding, road closures, power outages	Yes
Arena Union Elementary	6025092	2016-17	December 16, 2016	storm weather causing flooding, road closures, power outages	Yes
Arena Union Elementary	6025092	2015-16	March 14, 2016	storm weather causing flooding, road closures, power outages	Yes
Arena Union Elementary	6025092	2014-15	December 11-12, 2014	storm weather causing flooding, road closures, power outages	Yes

CALIFORNIA DEPARTMENT OF EDUCATION  
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS  
 FORM J-13A, REVISED DECEMBER 2017

**SECTION C: MATERIAL DECREASE**

- Not Applicable (Proceed to Section D)  
 Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

--	--	--	--	--	--	--	--	--	--

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A School Name	B School Code	C "Normal" Attendance (October/May)	D Dates Used for Determining "Normal" Attendance	E Date of Emergency	F Actual Attendance	G* Qualifier: 90% or Less (F/C)	H Net Increase of Apportionment Days (C-F)	
		-				0.00%	0.00	
		-				0.00%	0.00	
		-				0.00%	0.00	
		-				0.00%	0.00	
		-				0.00%	0.00	
		-				0.00%	0.00	
		-				0.00%	0.00	
		-				0.00%	0.00	
		-				0.00%	0.00	
		-				0.00%	0.00	
<b>Total:</b>							<b>0.00</b>	<b>0.00</b>

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A School Name	B School Code	C "Normal" Attendance Hours	D Date Used for Determining "Normal" Attendance	E Date of Emergency	F Actual Attendance Hours	G* Qualifier: 90% or Less (F/C)	H Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
<b>Total:</b>							<b>0.00</b>

\*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

CALIFORNIA DEPARTMENT OF EDUCATION  
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS  
FORM J-13A, REVISED DECEMBER 2017

**SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS**

**PART I: PERIOD OF REQUEST** The entire period covered by the lost or destroyed records commences with \_\_\_\_\_ up to and including \_\_\_\_\_

**PART II: CIRCUMSTANCES** (Describe below circumstances and extent of records lost or destroyed.)

Not Applicable (Proceed to Section E)

[Empty box for Part II: Circumstances]

**PART III: PROPOSAL** (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

[Empty box for Part III: Proposal]

CALIFORNIA DEPARTMENT OF EDUCATION  
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS  
FORM J-13A, REVISED DECEMBER 2017

**SECTION E: AFFIDAVIT**

**PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS** – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Arena Union Elementary School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

**Board Members Names**

**Board Members Signatures**

<u>Sigrid Hillscan</u>	_____
<u>Sal Martinez</u>	_____
<u>Bob Gardiner</u>	_____
<u>Victor Aparicio</u>	_____
<u>Mary Visser</u>	_____
<u>Aparna Wilder</u>	_____
_____	_____
_____	_____
_____	_____

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 7th day of June, 2023.

Witness: Warren Galletti (Name) \_\_\_\_\_ Title: District Superintendent of Mendocino County, California

**PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER** (Only applicable to charter school requests)

Superintendent (or designee): \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) Authorizing LEA Name: \_\_\_\_\_

**PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature)

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_.

Witness: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) Title: \_\_\_\_\_ of \_\_\_\_\_ County, California

COE contact/individual responsible for completing this section:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**From:** [Bernadette Maul via Aeries Communications](#)  
**To:** [cchin@mcn.org](mailto:cchin@mcn.org)  
**Subject:** UPDATEW: School is closing  
**Date:** Tuesday, May 2, 2023 9:21:19 AM

---

## Arena Union Elementary School District

Bernadette Maul posted in Arena Union Elementary School District

### UPDATEW: School is closing

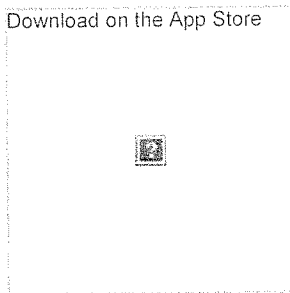
UPDATE: School is closing due to the prolonged power outage. Bus service will leave school at 10:00 a.m. to the regular morning stops. For those students who don't ride the bus, parents may come pick up their child at anytime prior to 10:00 a.m.

[View in Aeries Communications](#)

*Please do not reply to this email.*

Stay involved with your child's learning and activities at school.

Download on the App Store



Get it on Google Play

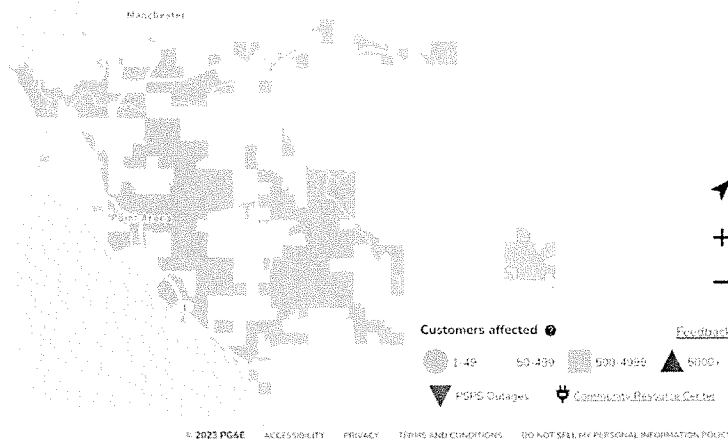


You received this email because you are a Aeries Communications user in Arena Union Elementary School District. If you received this email in error or wish to disable your account, [click here to unsubscribe](#).

ParentSquare Inc · 6144 Calle Real, #200A · Goleta, CA 93117

# About 14,800 PG&E customers lose power Tuesday following logging accident

Crews were performing routine maintenance on a transmission line in between Willits and Fort Bragg when a tree fell on the line. | 3



About 1,000 Pacific Gas and Electric customers are without power, as of 11:30 a.m., following a major power failure in Mendocino County. (PG&E Outage Center)

**MADISON SMALSTIG**  
THE PRESS DEMOCRAT  
May 2, 2023, 11:42AM

About 14,800 Pacific Gas & Electric Co. customers mainly along the coast of Mendocino County — from Point Arena to Fort Bragg — lost power Tuesday morning after a tree fell onto a transmission line, officials said.

Power was restored to all customers by about 12:25 p.m., said Megan McFarland, a spokesperson for PG&E.

Power was restored to customers on a rolling basis throughout the morning. About 1009 customers in Point Arena were the last to get their power back.

Crews were performing routine maintenance on a transmission line between Willits and Fort Bragg at the same time a third-party logging company was working in the area. During their work, a tree fell on the line, triggering thousands of power failures starting about 8:30 a.m.

Crews are working to connect these customers to another transmission line, which workers had planned to do maintenance work on but didn't because of the accident.

Residences controlled by PG&E's Fort Bragg substation was hit hardest, with about 8,500 customers who lost power. At the Big River, Philo and Elk substations, about 2,600, 2,200 and 1,500 customers, respectively, lost power.

ADVERTISEMENT

Join the conversation

### Have your say.

Leave a comment below and let us know what you think.

Read 140 Comments

You can reach Staff Writer Madison Smalstig at [madison.smalstig@pressdemocrat.com](mailto:madison.smalstig@pressdemocrat.com). On Twitter [@madi.smals](https://twitter.com/madi.smals).

### MOST POPULAR

### What's Happening

- MAY 14** Mother's Day Brunch at Bacchus L...  
Bacchus Landing | Healdsburg, CA
- WED 3** CPR & First Aid Certification Class...  
Viva CPR | Rohnert Park, CA
- WED 3** Free "Blooming Now" Wildflower G...  
Jack London State ... | Glen Ellen, CA
- WED 3** CPR Certification Class (American ...  
Viva CPR | Rohnert Park, CA
- WED 3** SRJC Free Adult Zoom Art Classes...  
Santa Rosa Junior ... | Santa Rosa, CA

	WED	THU	FRI	SAT	SUN	MON
	3	4	5	6	7	8

See all events Add your event



## Wait, don't close me!

I'm just a poor little pop-up that wants you to sign up for our jam-packed newsletter.

Enter your email address

Sign Me Up!

No thanks, I'm busy

**DAILY HEADLINES**

DAILY

Wake up to local news every day. Subscribe and start your day in-the-know, exclusively from the Press Democrat newsroom.

Enter your email address

Subscribe Now

Opt out anytime. [Read our Privacy Policy](#)

Sponsored Content on Press Democrat



**[Fotos] 4 Sisters Take The Same Picture For 40 Years. Don't Cry When You See The Last One!**

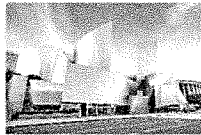
By bozoba.com

Trending Articles



Wednesday's Letters to the Editor

70 comments



Woman has a 'loud full body orgasm' during LA Philharmonic...

6 comments



Nordstrom and Nordstrom Rack to close last San Francisco...

4 comments



Garage fire in Santa Rosa destroys Camaro, classic Thun...

9 comments



Ex-Uber CEO to open Bay Area ghost kitchen

2 comments

[Open ad privacy settings](#)

UPDATED: Please read and follow our commenting policy:

[Send a letter to the editor](#)

- *This is a family newspaper, please use a kind and respectful tone.*
- *No profanity, hate speech or personal attacks. No off-topic remarks.*
- *No disinformation about current events.*
- *We will remove any comments — or commenters — that do not follow this commenting policy.*

Loading...



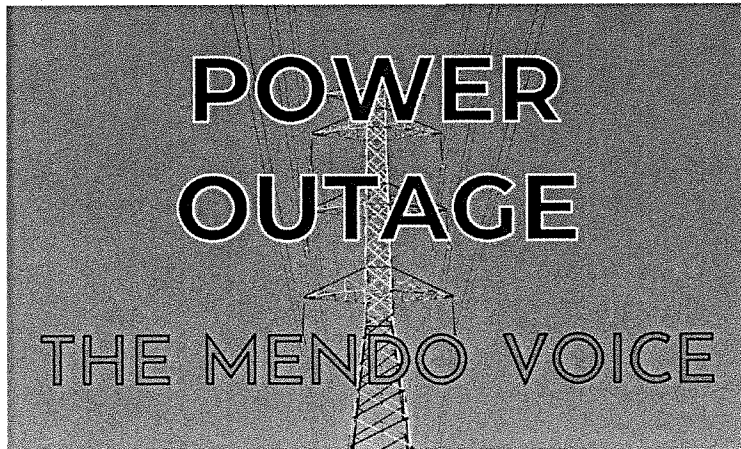




## Power returns to Mendocino Coast, Anderson Valley after over 15,000 without power; outage due to log accident (updated 4:50 p.m.)

By Sarah Stierch and Kate B. Maxwell | 8 hours ago

Thanks to our fire season sponsors!



Power outage graphic

This is a developing situation and information may change. We'll update this article as more information becomes available. The most recent information will be updated at the top of the article, with the earlier reports below.

5/2/23 4:50 p.m. — This morning's outage was caused when a log that went loose during an unrelated logging operation interfered with a transmission line, PG&E spokesperson Megan McFarland told The Mendocino Voice this afternoon.

McFarland said that the company had been doing planned work on one transmission line, that was not expected to cause outages, when a log from a nearby but unrelated logging operation caused damage to another transmission line. McFarland said that at that point, the company stopped the planned work, and switched to repairing the other transmission lines and shifting customers to parts of the grid that were working, noting that all power had been restored before 1 p.m. this afternoon.

### Advertisements

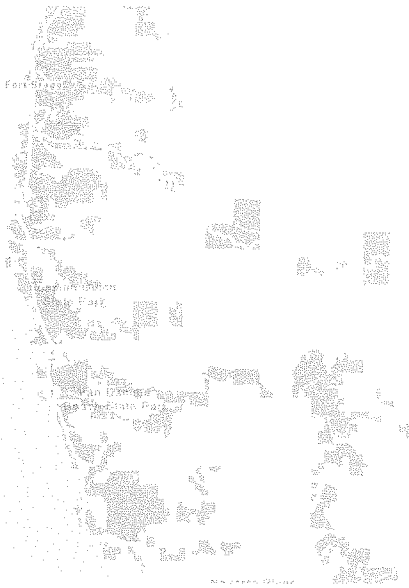
McFarland, who was not on the site of the outage, did not specify which exact transmission line was impacted line, or provide additional information on what happened with the log, only stating it was an third party logging company at a different location and doing unrelated work to the PG&E planned work, but that PG&E responded once it happened.

5/2/23 1:29 p.m. — Power has been restored to over 15,000 PG&E customers on the Mendocino Coast and in Anderson Valley. In addition to the closures of Fort Bragg Unified Schools and Pacific Community Charter Schools, Anderson Valley Unified has also closed for the day.

### Advertisements

5/2/23 11:09 a.m. — PG&E customers in the City of Fort Bragg are reporting that power is back on. Power has been restored in Westport, Rockport, and Anderson Valley. PG&E's website states that over 3,000 customers on the Coast remain without power as of approximately 8:30 a.m. Tue. May 2. Power outage status can be monitored [here](https://www.pge.com/outages/).

MENDOCINO Co., 5/2/22 — Residents and businesses on the Mendocino Coast woke up to power outages from Westport to Point Arena and throughout Anderson Valley on Tue. May 2. As of 10 a.m., PG&E reports that 15,516 customers remain without power, but that crews are on the scene of the outage and the cause is under investigation.



PG&E's outage map as of 10 a.m. Tue. May 2

The outage was first reported at 8:26 a.m., including over 9,000 customers in the City of Fort Bragg, including local businesses and schools.

As of 9:30 a.m. Fort Bragg Unified School District announced

<https://www.facebook.com/FortBraggUnifiedSchoolDistrict/posts/661620227628690> that students were being released early due to the outage, which is impacting all school sites. Minutes later, Pacific Community Charter School which serves Point Arena and Elk also announced

<https://www.facebook.com/PacificCommunityCharterSchool/posts/661620227628690> an early closure.

PG&E power outages can be monitored [here https://prealerts.aectis.tce.com/outagecenter/](https://prealerts.aectis.tce.com/outagecenter/).

Advertisements



<https://www.adventisthealth.org/mendocino-county/>

Here's some tips from PG&E about downed power lines and other storm safety advice:

Safety Tips

- **Never touch downed wires:** If you see a downed power line, assume it is energized and extremely dangerous. Do not touch or try to move it—and keep children and animals away. Report downed power lines immediately by calling 911 and by calling PG&E at 1-800-743-5002.
- **Use flashlights, not candles:** During a power outage, use battery-operated flashlights, and not candles, due to the risk of fire. If you must use candles, please keep them away from drapes, lampshades and small children. Do not leave candles unattended.
- **Have a backup phone:** If you have a telephone system that requires electricity to work, such as a cordless phone or answering machine, plan to have a standard telephone or cellular phone ready as a backup.
- **Have fresh drinking water, ice:** Freeze plastic containers filled with water to make blocks of ice that can be placed in your refrigerator/freezer during an outage to prevent foods from spoiling. Blue Ice from your picnic cooler also works well in the freezer.
- **Use generators safely:** Customers with standby electric generators should make sure they are properly installed by a licensed electrician in a well-ventilated area. Improperly installed generators pose a significant danger to customers, as well as crews working on power lines. If using portable generators, be sure they are in a well-ventilated area.
- **Turn off appliances:** If you experience an outage, unplug or turn off all electrical appliances to avoid overloading circuits and to prevent fire hazards when power is restored. Simply leave a single lamp on to alert you when power returns. Turn your appliances back on one at a time when conditions return to normal.
- **Safely clean up:** After the inclement weather has passed, be sure to safely clean up. Never touch downed wires and always call 811 or visit [811express.com](http://811express.com) <https://811express.com> at least two full business days before digging to have all underground utilities safely marked.

**POINT ARENA JOINT UNION HIGH SCHOOL  
ARENA UNION ELEMENTARY SCHOOL  
MASTER CALENDAR  
2022-2023**

**EARLY RELEASE EVERY WEDNESDAY**

JULY					0
				1	
4	5	6	7	8	4- Holiday-Independence Day
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

AUGUST						20
2	3	4	5	6	2- Holiday - New Year's Day	
9	10	11	12	13	3- School Resumes	
16	17	18	19	20	16- Holiday-Martin Luther King Day	
23	24	25	26	27		
30	31					

SEPTEMBER						11
1	2	3	4	5		
8	9	10	11	12	12, 15,16 - Cert. Staff Dev. (both AUES & PAHS)	
15	16	17	18	19	15- Paraeducator Staff Development	
22	23	24	25	26	16- Other Ten-Month Classified Staff Return	
29	30	31			17- Students Return	

OCTOBER						15
		1	2	3		
6	7	8	9	10		
13	14	15	16	17	20-24- President's Break	
20	21	22	23	24	20- Holiday-President's Day.	
27	28				21- Holiday-Lincoln's Day Alternative	

NOVEMBER						21
			1	2		
5	6	7	8	9	5- Holiday-Labor Day	
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		

DECEMBER						22
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24	24- Storm Day	
27	28	29	30	31		

JANUARY						21
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						

FEBRUARY						15
3	4	5	6	7		
10	11	12	13	14	10-14- Spring Break	
17	18	19	20	21		
24	25	26	27	28	7- Good Friday DO Staff Only - DO Closed	

MARCH						15
	1	2	3	4	1 - Staff Development	
7	8	9	10	11	11- Holiday-Veteran's Day	
14	15	16	17	18		
21	22	23	24	25	21-25- Holiday-No Students, Teachers, or 10 Mo.	
28	29	30			24-25- Holiday-Thanksgiving & Admissions Day	

APRIL						21
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26	26- Storm Day	
29	30	31			29- Holiday-Memorial Day	

MAY						12
			1	2	16- Minimum Day	
5	6	7	8	9		
12	13	14	15	16	12/16-1/2- Winter Break	
19	20	21	22	23		
26	27	28	29	30	26 - Holiday - Christmas	

JUNE						7
			1	2		
5	6	7	8	9		
12	13	14	15	16	9- Last Day of School-Minimum Day	
19	20	21	22	23	19 - Juneteenth Holiday	
26	27	28	29	30		

WORK AND/OR PAID DAYS			
Total Work Days	10 Mo.	Paraeducators	182
Total Work Days	10 Mo.	Other Classified	181
Total Work Days	11 Mo.	Certificated	184
Total Work Days	12 Mo.	Classified	261

HOLIDAYS	
10 Mo.	10
12 Mo.	12
D.O.	13

**Storm Days:** If school is canceled due to hazardous conditions, 3/24 & 5/26 will be used as a make-up day. If no school days are canceled, 3/24 & 5/26 will be non-school days.

PAHS / AUES (6-8) QUARTER ENDS		
First	42	October 14
Second	38	Dec. 16
Third	48	March 17
Fourth	52	June 9
180		

AUES (K-5) TRIMESTER ENDS		
First	61	Nov. 10
Second	67	March 17
Third	52	June 9
180		

TOTAL STUDENT DAYS	
180	

- Holiday
- Staff Development AES
- Staff Development PAHS
- First Day of School
- Minimum Day
- No students/teachers or 10 Mo. Staff
- Storm Day if necessary

Board approved: 3/16/2022

## Certification Form for Independent Study Plan

<b>Local Educational Agency:</b> Arena Union Elementary School District	<b>CDS Code:</b> 23 65557 0000000
<b>Fiscal Year:</b> 2022-2023	<b>County:</b> Mendocino

This form shall accompany Form J-13A submittals beginning with fiscal year 2022 23. Instructions on how to complete this form are provided on page 2.

### Independent Study Plan Certification

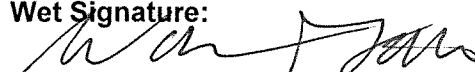
Pursuant to *Education Code (EC)* Section 46393, for Form J-13A submissions due to a school closure and/or material decrease in attendance occurring after September 1, 2021, a school district, county office of education, or charter school that provides a Form J-13A affidavit to the Superintendent, pursuant to *EC* Section 41422 (school closure) or *EC* Section 46392 (material decrease), shall certify that it has a plan for which independent study will be offered to students, pursuant to Article 5.5 (commencing with *EC* Section 51745) of Chapter 5 of Part 28 of Division 4. The independent study plan shall comply with all of the following:

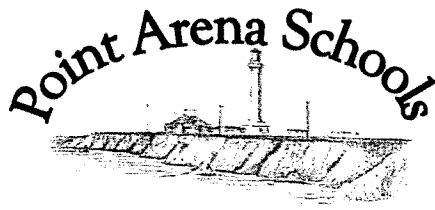
- (1) Independent study is offered to any student impacted by any of the conditions listed in *EC* Section 46392 within 10 days of the first day of a school closure or material decrease in attendance. Students who are individuals with exceptional needs shall receive the services identified in their individualized education programs pursuant to paragraph (9) of subdivision (a) of *EC* Section 56345 and may participate in an independent study program.
- (2) Require reopening for in-person instruction as soon as possible unless prohibited under the direction of the local or state health officer.
- (3) Notwithstanding subdivision (c) of *EC* Section 51745 or subparagraph (F) of paragraph (9) of subdivision (g) of Section 51747, include information regarding establishing independent study master agreements in a reasonable amount of time.

A copy of the independent study plan, and if applicable, the state or local public health or public safety order that required school closure shall accompany the Form J-13A submitted to the California Department of Education.

I hereby certify that the independent study plan accompanying this Form J-13A submission meets the requirements described above and is true and correct to the best of my knowledge and belief.

School District Superintendent, Charter School Administrator, or County Superintendent (or designee):

<b>Name:</b> Warren Galletti	<b>Title:</b> Superintendent
<b>Wet Signature:</b> 	<b>Date:</b> 5-30-2023



Point Arena Joint Union High School District  
Arena Union Elementary School District  
P.O. Box 87, Point Arena CA 95468  
(707) 882-2803 \* Fax (707) 882-2848

---

Warren Galletti – Superintendent  
Catherine Chin, Fiscal Resources – Dunnell Daleuski, Human Resources

---

## INDEPENDENT STUDY PLAN

The Independent Study Plan is 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 on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

The Principal 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.

*(cf. 0420.4 - Charter School Authorization)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*

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 Point Arena Schools 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 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 Requirements

For the 2021-22 school year, the Point Arena Schools shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless Point Arena Schools have obtained a waiver. (Education Code 51745)

For the 2022-23 school year and thereafter, the Principal or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the Point Arena Schools' 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.

---

Board of Trustees  
Sigrid Hillscan - Sal Martinez - Bob Gardiner - Mary Visser  
Jessika Holguin – Aparna Wilder – Victor Aparicio

Point Arena School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.)

*(cf. 5147 - Dropout Prevention)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6143 - Courses of Study)*  
*(cf. 6146.1 - High School Graduation Requirements)*  
*(cf. 6146.11 - Alternative Credits Toward Graduation)*  
*(cf. 6172 - Gifted and Talented Student Program)*  
*(cf. 6200 - Adult Education)*

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 Principal 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 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 Principle 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 Point Arena High School 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 Principal 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 Principal or designee shall ensure that procedures for tiered re-engagement 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)

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 Principal 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 Principal or designee shall ensure that a written master 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, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, Point Arena Schools 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**

A written agreement shall be developed and implemented for each student participating in 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.
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.  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*
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.

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 Point Arena Schools' 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 Point Arena Schools or by another district, charter school, or county office of education with which Point Arena Schools has a memorandum of understanding to provide the instruction. (*cf.4112.2 – Certification*)
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 Point Arena High School for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. 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.
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 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 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.  
(*cf. 5125 - Student Records*)

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 Point Arena Schools. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.  
(*cf. 6162.51 - State Academic Achievement Tests*)
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 meet the requirements of 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.  
(*cf. 6111 - School Calendar*)  
(*cf. 6112 - School Day*)
11. 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.
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.  
(*cf. 3260 - Fees and Charges*)
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, shall not participate in course-based independent study, unless 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. Point Arena Schools 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 this program, the Principal 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 Point Arena Schools' 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.
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.

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 Principal 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)

### **Records for Audit Purposes**

The Principal 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 Point Arena Schools 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)

Point Arena Schools 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 non-participatory for that school day. (Education Code 51747.5)

The Principal 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)

*(cf. 3580 - District Records)*

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

## **Program Evaluation**

The Principal or designee shall annually report to the Board the number of Point Arena Schools 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.

## **INDEPENDENT STUDY**

### **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 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, Point Arena Schools shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless Point Arena Schools 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.  
*(cf. 6143 - Courses of Study)*
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.  
*(cf. 5112.3 - Student Leave of Absence)*
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  
*(cf. 0420.4 - Charter School Authorization)*  
*(cf. 6142.4 - Service Learning/Community Service Classes)*  
*(cf. 6181 - Alternative Schools/Programs of Choice)*

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.

*(cf. 5113 - Absences and Excuses)*

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

*(cf. 6146.1 - High School Graduation Requirements)*

## **Equivalency**

Point Arena Schools' independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the Point Arena Schools' 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)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

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)

Point Arena Schools 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 Principal 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 Principal 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 Principal 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 status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)  
*(cf. 5111.1 - District Residency)*

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)  
*(cf. 6159 - Individualized Education Program)*

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)  
*(cf. 6183 - Home and Hospital Instruction)*

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)  
*(cf. 6200 - Adult Education)*

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)  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6184 - Continuation Education)*

## **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 Principal 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.

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 Point Arena Schools 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 Point Arena Schools, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the Point Arena Schools 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 the section on "Records for Audit Purpose" in the 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 Principal or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

*(cf. 4131 - Staff Development)*

## **EMERGENCY SCHOOL CLOSURES**

Pursuant to Education Code (EC) Section 46393, for Form J-13A submissions due to a school closure and/or material decrease in attendance occurring after September 1, 2021, a school district, county office of education, or charter school that provides a Form J-13A affidavit to the Superintendent, pursuant to EC Section 41422 (school closure) or EC Section 46392 (material decrease), shall certify that it has a plan for which independent study will be offered to students, pursuant to Article 5.5 (commencing with EC Section 51745) of Chapter 5 of Part 28 of Division 4.

In the case of an emergency school closure, the following shall be followed:

1. Independent study is offered to any student impacted by any of the conditions listed in EC Section 46392 within 10 days of the first day of a school closure or material decrease in attendance.

Students who are individuals with exceptional needs shall receive the services identified in their individualized education programs pursuant to paragraph (9) of subdivision (a) of EC Section 56345 and may participate in an independent study program.

2. Point Arena Schools will reopen for in-person instruction as soon as possible unless prohibited under the direction of the local or state health officer.
3. Notwithstanding subdivision (c) of EC Section 51745 or subparagraph (F) of paragraph (9) of subdivision (g) of Section 51747, independent study master agreements will be provided in a reasonable amount of time consistent with the steps outlined in this Independent Study Plan.