

August 5, 2021



PARENT NOTIFICATION LETTER:

Independent Study Program

Dear Parent(s)/Guardian(s):

For the 2021-2022 school year, we are required to offer an independent study option to students and families to be made available to students whose health would be put at risk by in-person instruction, as determined by the parent or guardian.

State and federal laws require us to inform you of your option to enroll your student in an Independent Study program instead of in-person instruction. From these options, you may choose the one that best suits your child. This letter also explains:

- Your right to request a parent-teacher conference prior to enrollment to inform your decision.
- The process and your students' rights regarding procedures for enrolling, disenrolling, and re-enrolling in independent study.
- The asynchronous and synchronous instructional time that your student will have access to as part of independent study.

Requesting a Pupil-Parent-Educator Conference

It is your right to request a Pupil-Parent-Educator conference prior to enrolling your student in Independent Study in order to inform your decision and ensure that it is appropriate for your student. Principals will notify families of Pupil-Parent-Educator conference opportunities at each school site.

Enrolling, Disenrolling & Re-Enrolling

Once you have determined that you would like to pursue Independent Study, you can begin the enrollment process by completing a Master Agreement for Program Based Independent Study.

If you are enrolled in Independent Study and would like to return to in-person instruction, you must follow the procedure for disenrolling by notifying the Independent Study teacher and the Independent Study administrator. The Independent Study administrator will make contact with the principal of your child's home school to initiate and complete the reenrollment process within five school days. Once disenrolled, should you need to return to Independent Study you are required to adhere to the re-enrollment process, as stated above.

Instructional Time

The goal of our Independent Study program is to provide an alternative to in-person instruction to students whose health may be put at risk by attending class face-to-face. As such, Independent Study is an educational program that provides instruction based on the state-adopted content standards by certificated teachers. There are specific requirements for instructional time that may include both synchronous and asynchronous work. These expectations will also be outlined in the students' written Learning Agreement, which must be signed prior to enrollment.

Instructional Time	Description	Frequency
Synchronous Instructional Time	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(s) of record for that student.	TK-3: Daily 4 th -8 th : At least weekly 9 th -12 th : At least weekly
Live Interaction	Interaction between the student and school classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness including but not limited	TK-3: Not required 4 th - 8 th : Daily 9 th - 12 th : Not required

	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.	
Asynchronous Instructional Time	Forms of instruction that do not occur in the same place or at the same time. The term is most commonly applied to various forms of digital and online learning in which students learn from instruction—such as prerecorded video lessons or game-based learning tasks that students complete on their own—that are not being delivered in person or in real time. Yet asynchronous learning may also encompass a wide variety of instructional interactions, including email exchanges between teachers, online discussion boards, and course-management systems that organize instructional materials and correspondence, among many other possible variations.	Teacher determined daily minimum time value of work: TK/K: 180 minutes 1 st -3 rd : 230 minutes 4 th - 8 th : 240 minutes 9 th -12 th : 240 minutes

Parents or guardians may select an instructional program that best suits their child’s needs. If you have any questions beyond the details listed above, please contact Lisa Saxon, Director of Educational Services (lsaxon@wusd.org or (707) 837-7707) to ask about the process.

Sincerely,

Lisa Saxon
Director of Educational Services