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(916) 228-2500

www.scoe.net

Dear SCOPE Families,

For the 2021-2022 school year, state and federal laws require us to inform you of your option to enroll your pupil in an Independent Study Program (ISP), including:

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

Enrollment in SCOPE ISP

Once you have determined that you would like to pursue ISP, you can begin the enrollment process by contacting Craig Bradford at cbradford@scoe.net or (916) 228-2073.

The enrollment process will include these steps:

- If desired, request and participate in a pre-enrollment student-parent-teacher conference.
- Complete an ISP registration form.
- Review and execute the SCOPE ISP Agreement and submit to your program administrator.

Disenrolling from SCOPE ISP & Re-Enrolling in In-Person Instruction

Students enrolled in ISP who would like to return to in-person instruction should email the program administrator or call the school office to request disenrollment.

- Students will be supported in transferring back to an in-person school within five school days.
- Students showing less than satisfactory educational progress but wanting to remain in ISP will be offered multi-tiered support strategies, including increased opportunity for family communication.

Instructional Time

ISP is an educational program that provides instruction based on the state-adopted content standards by certificated teachers. In addition, there are specific requirements for the instructional time that may include both synchronous and asynchronous work. These expectations are outlined in the student's written ISP Agreement, which must be signed before enrollment.

Instructional Time	Description
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.
Asynchronous work	Assignments submitted/completed in Google Classroom or other virtual platform, or reading, for example. Families are responsible for supporting students to complete asynchronous work as a required part of the program. This expectation is part of the SCOE Agreement that students and parents/guardians are required to sign.

Parents or guardians work with SCOE staff to select an instructional program that best suits their child’s needs. If you have any questions beyond the details listed above, please contact your program administrator to ask about the process.

As you make your decision about ISP options, you may want to review the [California Department of Public Health COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#).

Sincerely,

Jacqueline White
Assistant Superintendent, Court/Community Schools & CTE