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**DIRECT INSTRUCTION AND SUPPLEMENTAL/ADMINISTRATIVE SUPPORT POLICY**

Sage Oak Charter Schools (“SOCS” or the “Charter School”) adopt this Direct Instruction and Supplemental/Administrative Support Policy in order to define direct instruction, supplemental instruction, and administrator support in our independent study model to provide clarification as to which positions could be included in the student-teacher ratio calculation. By defining these terms, the school will be able to expand the designated certificated positions that it can include such as the certificated field trip coordinator. This will effectively allow the school to assign more students to our teachers within the prescribed ratio for ADA reporting.

**Background**

For the purpose of reporting ADA, a charter school must report its ratio of pupils to certificated employees who provide direct instruction. According to the schools’ auditor, although the school must stay within a student to certificated employee ratio of 25:1, this ratio may include certain non-teacher positions so long as two criteria are met:

1. the position requires the employee to be certificated, and;
2. the job duties of the position include direct instruction to students.

**Fiscal Impact**

Defining the roles of certificated staff performing direct and supplemental support for instruction will allow the school to realize cost savings by maximizing the student-to-certificated staff ratios for the purpose of reporting ADA.

**Definitions**

The following definitions are proposed to clarify how Sage Oak defines direct instruction, supplemental instruction, and administrative support within the independent study model. These definitions will be used to determine which positions will be factored into the student-teacher ratio calculation. The full position or portion of assigned duties may be used in the student-teacher ratio calculation. This calculation is verified during our annual audit. More information regarding the calculation can be found on the CDE’s website at <https://www.cde.ca.gov/sp/eo/is/iscale18inst.asp>.

**Direct Instruction Definition**

Sage Oak defines direct instruction as the act of assigning and evaluating work, instructing, imparting knowledge, explaining, and/or providing resources, curriculum, educational activities, or events that are part of a student’s educational plan.

**Supplemental/ Administrative Support Definition**

Sage Oak defines supplemental/administrative support as the act of advising, evaluating, developing, and/or providing support to persons who implement direct instruction.