

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Procedure 6158**  
Approved: ~~October 15, 2002~~  
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**INSTRUCTION**

**Educational Opportunities**

The Parent/Guardian may request an Independent Study due to an emergency, vacation, or illness. Independent Study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her regular classes.

(cf. 5113 - Absences and Excuses)

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.

(Education Code 46300.6, 51747.3)

**Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students participating in independent study to complete the district's adopted course of study within the customary time frame. Students in independent study shall have access to the same services and resources that are available to other students in the school. (5 CCR 11701.5)

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

**Eligibility**

A student's participation in independent study shall be voluntary. (Education Code 51747.2)

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 51747.3)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless his/her Individualized Education Program specifically provides for such participation. (Education Code 51745)

(cf. 6159 - Individualized Education Program)

No temporarily disabled student may receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

Students who have a temporary disability which makes attendance in the regular day classes or alternative education program in which the student is enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the student resides. The individual instruction will be provided in the home, in a hospital or other residential health facility, excluding state hospitals, or under other circumstances prescribed by regulations adopted for that purpose by the State Board of Education

(cf. 6183 - Home and Hospital Instruction)

### **Criteria for Participation**

Students who are interested in independent study should contact their school principal. Approval for participation shall be based on the following criteria:

1. Evidence that the student will work independently to complete the program.
2. Availability of experienced certificated staff with adequate time to supervise the student effectively.
3. A student whose academic performance is not at grade level may participate in independent study only if the school 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.
4. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

### **Written Agreements and Assignments**

A written agreement shall be developed for each student participating in an independent study of five or more school days. (Education Code 46300, 51747)

The written independent study agreement for each participating student shall include, but not be limited to, all of the following: (Education Code 51747)

1. The manner, frequency, time and place for submitting the student's assignments and for reporting his/her 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, including materials and personnel, that will be made available to the student.
4. The district's independent study policy describes the maximum length of time allowed between an assignment and its completion 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 must fall between *a minimum of five (5) consecutive school days and may not exceed more than one school year.* (Education Code: 46300 (e) and 51747)

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 that independent study is an optional educational alternative in which no student may be required to participate.
8. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code 48915 or 48917, the agreement shall also include the 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)

The curriculum and methods of study specified in the written agreement shall be consistent with the Governing Board's policies, administrative regulations and procedures for curriculum and instruction. (5 CCR 11702)

(cf. 6143 - Courses of Study)

The agreement also may include a schedule for achieving objectives and completing the agreement and a schedule of conferences between the student and supervising teacher. Conferences may be conducted by electronic means.

Before beginning the independent study, each written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student, the certificated employee designated as responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. (Education Code 51747)

The agreement shall state that the parent/guardian's signature confers his/her permission for the student's independent study as specified in the agreement.

### **Student Rights and Responsibilities**

Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction.

Independent study students who are late, miss scheduled conferences, or do not submit assigned work on time shall not be reported as tardy or truant. However, the independent study administrator shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian, as appropriate
2. A special meeting between the student and the teacher and/or counselor
3. A meeting between the student and the 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 missed the number of assignments specified in the written independent study agreement as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation

which may result in termination of the independent study agreement, with the student's return to a regular classroom or alternative instructional program.

(cf. 1312 - Complaints Concerning the Schools)

(cf. 1312.1 - Complaints Concerning District Employees)

### **Administration of Independent Study**

Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee who consents to the assignment.

(Education Code 44865, 51747.5; 5 CCR 11700)

The responsibilities of the independent study administrator shall be to:

1. Ensure that the district's independent study option is operated in accordance with law, Board Policy and Board Procedure
2. Approve or deny the participation of students requesting independent study
3. Facilitate the completion of independent study written agreements
4. Approve all credits earned through independent study supervised at a location apart from the student's regular school and forward the information to the appropriate staff so that the information becomes part of the student's record
5. Authorize the selection of staff who are assigned to supervise independent study
6. Supervise any staff assigned to independent study functions who are not regularly supervised by another administrator
7. Complete or coordinate the preparation of all necessary records and reports
8. Establish and maintain in a systematic manner all records required by law, Board policy and administrative regulation
9. Monitor enrollment in independent study to stay within prescribed limits and to maximize income to the district without compromising the educational quality of independent study
10. Obtain and maintain current information and skills required for the operation of an independent study strategy that meets established standards for the district's educational programs
11. Prepare and submit reports as required by the Board or Superintendent
12. Assure a smooth transition into and out of the independent study mode of instruction

Supervising Teachers - Home Instruction, Home/Hospital, Home Schooling Program

The independent study administrator shall approve the assignment of any teachers who directly supervise independent study on a regular basis.

### **Independent study teachers shall:**

1. Complete designated portions of the written agreement and add additional information to the written agreement when appropriate
2. Supervise and approve coursework, lesson plan development, and student assignment. Quantity and quality of assignments should be equivalent to each school day's work missed.
3. Assess all student work
4. Personally judge the time value of assigned work or work products completed and submitted by the student
5. Select and save with each agreement representative samples of the student's completed and evaluated assignments on not less than a monthly basis, preferably biweekly
6. Sign and complete the agreement when the student has reached his/her objectives or the agreement is terminated
7. Maintain any required records and files on a current basis

When appropriate, independent study teachers shall determine and assign grades or other approved measures of achievement.

### **Records**

District records shall identify all students participating in independent study and shall specify the grade level, program placement and school in which each of these students is enrolled. (Education Code 51748)

Each school shall maintain records for the students at that school.

Records shall be maintained for audit purposes and shall include the following:

(5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and procedures related to independent study
2. A separate listing of the students, by grade level, program and school, who have participated in independent study, identifying units of the curriculum attempted and units of the curriculum completed by students in grades TK-8
3. A file of all agreements, with representative samples of each student's work products bearing signed or initialed and dated notations by the supervising teacher indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. A daily or hourly attendance register, as appropriate to the program in which the students are enrolled, separate from classroom attendance records, and maintained on a current basis as time values of student work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

A written record of the findings of any evaluation conducted after the student has missed the number of assignments specified in Board policy 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)

(cf. 3580 - District Records)

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments

I. This assessment will be filed with the independent study plan for audit purposes.

II. An attendance register separate from other attendance records shall be maintained for students enrolled in an independent study program.

### **Independent Study**

~~I. When independent study is to be used, the principal, assigned teacher or certificated supervisor will develop an independent study plan for a student who will not attend another public school during the time period specified in the study plan.~~

~~The district employee shall work out the plan with the student's parents or guardians and the student if possible. The independent study plan shall be put in the form of a written agreement and maintained on file. It shall include but may not be limited to:~~

~~A. A statement of objectives and methods of instruction drawn from the district curriculum.~~

~~B. The method utilized to evaluate the student's work.~~

~~C. The manner, time, frequency, and place for submitting a student's assignments and for reporting progress.~~

~~D. The duration of the independent study contract, specifying the beginning and ending dates, which shall not exceed one semester.~~

~~E. The specific resources, including materials and personnel, which will be made available to the student.~~

~~F. A statement that each independent study agreement is an optional educational alternative in which no student may be required to participate.~~

~~G. Signatures of the student, the student's parent or legal guardian, the certificated employee who is designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student.~~

**Short Term Independent Study (Family Travel)**

- II. ~~Advanced written notice is required to process an Independent Studies request prior to the student's nonattendance days.~~
- ~~• A minimum of seven (7) school days advanced notice is required for a middle school student~~
  - ~~• A minimum five (5) school days advanced notice is required for an elementary school student.~~

~~For short-term independent study, the teacher shall assign and assess the student's work, which in turn shall be approved by the principal or a designated administrator. The principal or designated administrator shall be ultimately responsible for monitoring the program.~~

~~Assignments must be completed and returned to school on the first day the child returns to school. A minimum of 80% of the assignments must be completed for a student to receive credit. Independent Study Plans are not offered after Memorial Day.~~

- III. ~~Upon student completion of an independent study plan, the principal or designated administrator will determine the student's degree of success in meeting stated objectives.~~
- IV. ~~This assessment will be filed with the independent study plan.~~
- V. ~~An attendance register separate from other attendance records shall be maintained for students enrolled in an independent study program.~~
- VI. ~~No individual with exceptional needs, as defined in Education Code 56026, may participate in independent study unless his/her individualized education program specifically provides for such participation.~~