

INDEPENDENT STUDY PROGRAM

The Governing Board authorizes independent study as a voluntary alternative instructional setting by which students may reach curricular objectives and fulfill graduation requirements. Independent study shall offer a means of individualizing the educational plan for students whose needs may be best met through study outside of the regular classroom setting. As necessary to meet student needs, independent study may be offered on a full-time basis or a part-time basis in conjunction with part or full time classroom study.

Independent study entails a commitment by both the parent/guardian and the student. The principal or designee shall determine that the prospective independent study student understands and is prepared to meet the district's requirements for independent study. Independent study will be offered only to students for whom the determination has been made that they are likely to achieve in this program as well as or better than they would in the regular classroom.

The Board recognizes that independent study may be used as an option to encourage students to remain in school and, therefore, the student's attendance and academic assignments are to be closely monitored by the principal or designee and the independent study teacher.

Students enrolled in an independent study program shall have the same access to existing services and resources as are available to all other students in the school in which the independent study students are enrolled.

Legal Reference:

EDUCATION CODE

17289 Exemption for facilities

42238 Revenue limits

44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment

46300-46300.6 Methods of computing ADA

47612.5 Independent study in charter schools

48204 Residency based on parent employment

48206.3 Home or hospital instruction; students with temporary disabilities

48220 Classes of children exempted

48340 Improvement of pupil attendance

48915 Expulsion; particular circumstances

48916.1 Educational program requirements for expelled students

48917 Suspension of expulsion order

51225.3 Requirements for high school graduation

51745-51749.3 Independent study programs

56026 Individuals with exceptional needs

FAMILY CODE

6550 Authorization affidavits

SECTION 6000
INSTRUCTION

BOARD POLICY
BP6158

CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

Management Resources:

CDE PUBLICATIONS

Independent Study Operations Manual, 2010 edition

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

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Rev. 7/23/97

Rev. 6/14/00

Rev. 3/9/11

INDEPENDENT STUDY PROGRAM - ALTERNATIVE EDUCATION

I. Criteria for Participation

In order for the student to be successful in independent study, the student must exercise the self-discipline necessary to complete assignments and receive help from parents or friends in the form of tutorial assistance and encouragement. Students who are interested in independent study should contact their school counselor. Approval for participation shall be based on the following criteria:

1. An acceptable reason for requesting independent study.
2. Evidence that the student will work successfully and independently to complete the program.
3. Availability of experienced certificated staff with adequate time to supervise the student effectively.
4. The independent study strategy is a useful tool to engage those students who are dropouts or potential dropouts, students transferring from alternative educational settings, and students whose circumstances preclude attendance in regular day classes.
5. In addition, when requested by the parent/guardian due to emergencies, 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.
6. Educational opportunities offered through independent study may include, but are not limited to:
 - A. Special assignments extending the content of regular courses of instruction
 - B. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
 - C. Individualized alternative education designed to teach the knowledge and skills of the core curriculum
 - D. Continuing and special study during travel
 - E. Volunteer community service activities that support and strengthen student achievement

II. Conditions to Be Adhered to:

1. The minimum period of time for any independent study option shall be five school days. The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. To foster each participating student's success in independent study, the Board establishes the maximum length of time which may elapse between the date an assignment is made and the date by which the student must complete the assigned work. Except in unusual circumstances, it is expected that the supervising teacher will meet with each participating student at least once a

- week to discuss the student's progress. The maximum time which may elapse is three weeks for students in grades 9-12. When circumstances justify a longer time, the Superintendent or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.
2. No student shall be required to participate in an independent study program. (Education Code 51747)
 3. No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)
 4. No individual with exceptional needs, as defined in Education Code 56026, may participate in independent study unless the student's individualized education program (IEP) specifically provides for such participation. (Education Code 51745)
 5. Students enrolling in independent study must be residents of the county or an adjacent county. (Education Code 51747.3)
 6. No more than 10% of the students enrolled in a continuation high school or opportunity education program may be enrolled in independent study at any given time. (Education Code 51745)
 7. No temporarily disabled pupil may receive individual instruction pursuant to Education Code Section 48206.3 through independent study. In an effort to better accommodate the temporarily disabled student, should the pupil's parent or guardian request independent study instead of the "home and hospital" instruction provided pursuant to Education Code Section 48206.3, such instruction will be provided so long as both the parent or guardian and the district(s) agree that this placement is in the best interest of the student.
 8. The district shall not provide independent study students and parents/guardians with funds or items of value that are not provided for other students and parents/guardians. (Education Code 46330.6, 51747.3)
 9. Independent study may be offered to students nineteen (19) or twenty (20) years of age only if they have been continuously enrolled in school since their eighteenth (18) birthday. (Education Code 46300.1)
 10. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardians employment within district boundaries. (Education Code 51747.3)
 11. Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (Education Code 51747.5)
 12. When any pupil fails to complete two independent study assignments during any semester, or misses two appointments, the principal or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study. Evaluation findings shall be kept in the student's permanent record. (Education Code 51747)

13. The supervising administrator and the site independent study teacher shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)
14. The student engaged in independent study has the right, continuously, to enter or return to the regular classroom mode of instruction or a different alternative program. (Education Code 51747)
15. All independent study student contracts, assignment sheets, work samples and other auditable documents shall be held in a secured, centralized location for four (4) years.
16. The site independent study teacher shall attach the ADA collection documentation to the time sheet as verification that the student attended the meeting.
17. The independent study teacher or coordinator shall obtain and maintain-current information and skills required for the delivery of independent study services that meets established standards of district educational programs.
18. The independent study teacher or coordinator shall prepare and submit reports as required by the principal or designee.

III. Teacher's Checklist of Responsibilities

The following checklist will assist staff in the smooth transition of students into independent study, as well as facilitate the completion of necessary paperwork:

A. Student folder

1. Copies of all required enrollment papers must be complete with appropriate signatures. These documents shall include, but will not be limited to the following:

Student Success Team Referral Forms

- Master agreement (signed by teacher, parent and student)
- Conditions of enrollment (signed by parent and student)
- Academic Review
- Contact Log
- Emergency card
- Assessment test data
- Student information papers/portfolio

2. Copies of the following documents should be maintained in the student's folder as they are completed:

- Verification of enrollment in Work Experience Education and/or work permit

- Assignment and Work Record forms
- At least two representative samples of student's work from each course per semester.

B. First Appointment with Student

1. Check that the student's transcripts have been requested and, once received, that a copy is in the student's folder.
2. Emphasize master agreement and discuss course requirements needed for high school graduation.
3. Review individualized plans to attain objectives; review curriculum frameworks and course objectives.
4. Explain the weekly assignment sheet which will describe the necessary requirements for the completion of assignments.
5. Emphasize purpose and importance of attendance at regularly scheduled meetings.
6. Ensure that a firm meeting schedule, including frequency, time, and place, is clearly understood between teacher and student and specified on the master agreement.
7. Review procedures and consequences of failure to report to an appointment and to turn in completed assignments.
8. Issue necessary books and materials for assignments currently being attempted. Record the book title and number on the Textbook Transaction Form.
9. Review and update the Academic Review.

C. Student's Failure to Keep an Appointment

A student's failure to keep an appointment must be handled in a timely manner. When a student is under 18 years of age, the teacher must attempt to contact the parent for help in correcting the problem.

1. The teacher will attempt to contact the student by telephone and reschedule an appointment for the same week. A telephone log documenting the contact will be kept in the student's file.
2. When a student fails to keep an appointment or fails to complete the assignment, the teacher must send a warning letter and keep a copy in the student file.
3. When any student misses two appointments without valid reasons, pursuant to Section II, Number 12, an evaluation will be conducted by the teacher with the parent and student to determine whether it is in the student's best interest

to remain in independent study. Evaluation findings shall be kept in the student's permanent record. (Education Code 51747)

D. Regular Scheduled Teacher-Student Meetings

Complete these tasks in the first meeting and all subsequent appointments:

1. Correct work during the appointment time period while the student is in attendance.
2. Review subject material with the student.
3. Evaluate student's learning.
4. Make the next assignment and be sure the student is clear about expectations.
5. If the student's work is incomplete and unsatisfactory, clarify the expectations and establish a new deadline for completion.
6. When a course has been satisfactorily completed, record the grade and credits on the Master Agreement. Submit the Master Agreement to records at the end of the term so that the grade and credit are entered onto the student's transcript.

E. Weekly Tasks

At the end of each week, submit the following to the program administrator:

1. Teacher's schedule of appointments for the upcoming week with students' names and times of appointments.
2. Student sign-in sheets-

F. Monthly Tasks

Staff members are responsible for submitting these items to the designated staff person in a timely manner, usually monthly:

1. Attendance records signed by the teacher
2. When appropriate, submit signed time sheets that are accurately completed with the attendance collection documentation.
3. When appropriate, submit signed mileage forms, accurately completed, for legal travel between work sites and for additional assigned duties.

IV. Independent Study Assignment Period

To foster each student's success in independent study, the Governing Board establishes maximum lengths of time which may elapse before an independent study assignment is due. Assignments are due every week, except as follows:

1. When unusual circumstances such as illness or family emergency justify, due dates of assignments may be extended to three (3) weeks.
2. When continuing study during travel: five (5) weeks.
3. When special circumstances justify a longer time than 3 weeks, the principal or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.

V. Written Agreement

A written independent study agreement shall be executed by the independent study teacher, student and parent. The agreement 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 progress.
2. The course objectives, methods of study for the student's work and the methods used to evaluate that work.
3. The specific resources, including materials and staff, which will be made available to the student.
4. A copy of the district's independent study policy and administrative procedures, describing the maximum length of time (3 weeks) allowed between an assignment and its completion, and the number of missed (2) assignments that will lead to 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. No independent study agreement shall be valid for any period longer than one semester.
6. A statement of the number of course credits or other measures of academic accomplishment to be earned by the student of all assigned work.
7. A statement that independent study is an optional educational alternative in which no student may be required to participate.
8. Before beginning independent study, a written agreement shall be signed by the student, the parent/guardian of the student under 18 years of age, 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. The agreement shall state that the parent/guardian's

signature confirms permission for the student's participation in independent study. (Education Code 51747)

9. The independent study student shall be provided the opportunity for such participation in graduation ceremonies at the last comprehensive high school attended. The independent study teacher shall coordinate with the assistant principal/counselor responsible for independent study all the paperwork necessary to insure the student is apprised of all events that effect graduating seniors such as senior evaluation of all course work, senior assemblies, grad night, prom, and other scheduled events.

VI. 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 include the following: (Code of Regulations, Title 5, 11703)

1. A copy of the district board policy, administrative regulations, and procedures related to independent study.
2. A file of all agreements, with representative samples of each student's completed and evaluated assignments signed and dated by the certificated teacher indicating that the work has been evaluated by that teacher.
3. A list of participating students, showing credits attempted by and awarded to students per agreement.
4. An attendance register separate from other attendance records.
5. A record of grades and other evaluations issued to each student for independent study assignments.

VII. Student Success Team

The purpose of the Student Success Team is to provide a systematic problem-solving approach to assist students. Often, these students are experiencing academic, disciplinary, attendance and/or emotional problems. Along with site personnel, the parent and the student become actively involved in the development and implementation of strategies designed to assist the student. The following student educational placements require a Student Success Team meeting and recommendation:

- Alternative educational referrals (to independent study, continuation high school, Pre-GED program, and Adult Education)
- Transfers in and out of the Opportunity Classroom
- Major modifications of a student's program (e.g.; removing a student from two or more classes)
- Intervention prior to Special Education referral.

INDEPENDENT STUDY - ENRICHMENT PROGRAM

In accordance to Board Policy 6158 Independent Study, the following Administrative Procedures will be adopted for the Independent Study-Enrichment Program.

I. Purpose

Independent Study - Enrichment Program is a method of meeting the needs of students who have demonstrated academic proficiency, maturity of judgment, and a strong motivation to learn in specified subjects. Additionally, the student must demonstrate that no other method within the Oxnard Union High School District's offerings can accommodate the student's particular academic need.

II. Identification of Students

1. The program of ISP-Enrichment shall be based upon the individual academic strengths of the students.
2. Potential enrollees shall have demonstrated the ability to think analytically, be self-motivated, and show a strong interest in and knowledge of the subject matter.

III. Selection Process

1. Students shall be selected for a specific ISP-Enrichment program by the department chairpersons, with input from the teachers in the department and the student's counselor.
2. The student must present adequate reasons for desiring to take Independent Study-Enrichment Program.
3. An ISP - Enrichment Program course shall not be used to duplicate or substitute an existing course.
4. The teacher will assist in monitoring the progress of the student and shall determine whether it is in the best interest of the student to continue the study.

IV. Educational Program

1. Independent Study-Enrichment Program shall be based upon a written agreement signed by the student, supervising teacher, department chairperson, counselor and principal or designee. The agreement shall include the following:
 - a) The student objectives (what the student wishes to accomplish).
 - b) The courses the student has completed within the specific department.
 - c) The outline of the ISP - Enrichment course
 - d) Types of activities in which the student is to engage.
 - e) The manner and time of reporting progress.
 - f) The specific method of evaluating the ISP - Enrichment activities.
 - g) Each ISP - Enrichment course shall be for one semester and shall receive up to five units of credit.

V. Guidelines

1. Teachers wishing to supervise students on ISP - Enrichment must prepare a course outline of the materials to be covered, types of activities that the student will participate in, and the projected amount of time scheduled for the supervision of the student.
2. The course outline must be approved by the department chairperson and the principal or designee before ISP - Enrichment course may begin.
3. No supervising teacher will be permitted to have more than three (3) students in the ISP - Enrichment Program during any one semester.
4. No student may earn more than a total of twenty credits toward graduation through ISP - Enrichment Program.
5. Participation in the Independent Study Enrichment Program shall be limited to eleventh (11th) and twelfth (12th) graders.

VI. Maximum Length of Time Which May Elapse Before an Independent Study-Enrichment Assignment Is Due

1. Special assignments extending the content of regular courses of instruction: three weeks
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum: three weeks
3. Continuing and special study during travel: five weeks

When circumstances justify a longer time, the principal or designee may honor the request of an individual student or his/her parent/guardian to extend the maximum length of time which may elapse before the assignment is due.

INDEPENDENT STUDY - SHORT TERM

Short term independent study is appropriate when a student who is normally in the classroom will be absent from school for five to twenty (5-20) consecutive days due to travel or other acceptable reasons listed under Education Code 51745.

General Instructions:

1. Parent must come to the school and meet with the Special Programs Counselor for orientation and to sign all required paperwork, consisting of the Short Term ISP Contract (2 pages), SST form (2 pages), and Student Rules for Short Term ISP.
2. Student must obtain signatures and get assigned work on page 2 of contract from EACH teacher.
3. Before leaving on Short Term ISP, student must present all the above paperwork to the Special Programs Counselor so that copies can be made.
4. Student is expected to complete ALL work during absence.
5. Student must return to school no later than one school day after the final date on the contract.
6. Student meets with Special Programs Counselor prior to returning to class.
7. Special Programs Counselor copies student work and provides readmit.
8. Student will deliver work and Short Term ISP Contract to all teachers for grading.
9. After teachers review work and sign off, student returns the contract to Special Programs Counselor to receive attendance credit. Attendance credit will be issued according to the percentage of work completed, limited to the highest percentage completed in any one subject. All work completed means all days will be counted for attendance credit; some work completed means that only some days will be counted for attendance credit.

Record Keeping Instructions:

1. Special Programs Counselor sends a record of absent (Short Term ISP) students to counselors, Attendance Office, Records Office, etc.
2. Records changes instructional setting to reflect that the student is in Short Term ISP/Extended Leave (coded EXLV). When student returns, the records clerk will change the setting back to the student's normal setting. Attendance should mark the students absent using the XL code during the student's absence.
3. Special Programs Counselor records attendance on EXLV/ISP attendance sheet and turn in to the district office. Attendance template is available from Sheila Fudge, District Office.
4. A copy of the student's work must be kept in the student's file with the Special Programs Counselor for audit purposes. Samples should consist of at least 20% of student's work completed.

5. Special Programs Counselor puts a copy of ST009, AT230, GR275, GR430 and SC455 in student's file, along with the paperwork listed in item #3 under General Instructions, above.