

INDEPENDENT STUDY**A. Enrollment**

A student may be enrolled in independent study when it appears to be in the student's best interest. Enrollment is a voluntary alternative to regular school classroom instruction and requires the signed mutual consent and agreement of the school, the parents or responsible adults, and the student.

Independent study must conform to the following general guidelines:

1. Independent study shall be based on the individual needs of a student. [Education Code Section 51745(a)]
2. Independent study is to be an optional educational alternative in which no pupil may be required to participate. [Education Code Section 51747(c)(7)]
3. Independent study may provide special assignments which extend the content of regular courses of instruction, provide individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum, provide an alternative instructional program for existing courses of study, or make it possible for a student to pursue volunteer community service learning experiences. [Education Code Sections 51745(a)(1)(2)(3) and (5)]
4. Independent study may provide opportunities for students to continue special study during extended travel. [Education Code Section 51745(a)(4)]
5. Students enrolled in independent study must be assigned work that is at least equal to the prescribed minimum school day. The nature and location of the program shall be designed to fit the educational needs of the participating students and may include directed independent research or study, voluntary community service, or voluntary business or industrial experience.
6. A student with exceptional needs as defined in Education Code Section 56026 may participate in independent study only if the student's Individualized Education Program (IEP) specifically provides for such participation. [Education Code Section 51745(c)]
7. Independent study students may have access to all existing services and resources available to students in the school of enrollment. [Education Code Section 51746]
8. The independent study option is substantially equivalent in quality and in quantity to classroom instruction. Students who engage in independent study have equal rights and privileges as the students who choose to continue in the classroom or seat-time program.
9. No more than 10 percent of the ADA of students participating in a continuation high school or opportunity class, program, or school may be engaged in independent study education. [Education Code Section 51745(b)]
10. Students engaged in independent study must be residents of the local county in which the apportionment claim is reported or who officially reside in an adjacent county. [Education Code Sections 46300.2 and 51747.3(b)]
11. A student 19 or 20 years of age may enroll in independent study, apart from adult education, only if the student has been continuously enrolled in a high school since the

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student's eighteenth birthday and is making steady progress towards a high school diploma. [Education Code Section 46300.1]

12. The District shall not provide to students engaged in independent study or to their parents/guardians funds or any things of value that are not provided for students engaged in regular classroom-based instruction. [Education Code Sections 46300.6 and 51747.3(a)]
13. Instruction may be provided for a Section 48915 (expulsion) or 48917 (suspended expulsion) student through independent study, only if the student is offered the alternative of classroom instruction.
14. No temporarily disabled student may use individual study as a means of instruction for individual or home and hospital instruction. In-home hospital instruction, a District may claim one day of ADA credit, to a limit of five in a five-day week, for each hour of teacher seat-time instruction. A school cannot provide five hours of independent study and receive five days of apportionment via home and hospital individual instruction. However, if the student/parents/guardians and District agree, the student may receive instruction through the home school's independent study program as an alternative to home and hospital instruction. Inter-district transfers are required if the hospital is out of district. [Education Code Sections 58206.3 and 51745(d)]
15. K-12 and Adult student must be enrolled in a District school as a condition of participating in independent study. [Education Code 51748]
16. No course required for high school graduation shall be offered exclusively through independent study for all students in the District.
17. For K-12 ADA purposes, the independent study teacher-ADA ratio must not exceed the baseline ratio for other instructional programs in the District. [Education Code 51745.6]
18. Class size reduction funding is not available for any student enrolled in independent study. [Education Code 52123]
19. Any K-12 student whose residence status is based solely on their parent/guardian/caregiver's employment within District boundaries may not be enrolled in full-time independent study. [Education Code 51743.3© and 48204(b)]
20. An independent study student must be assigned a full day's worth of work equivalent to that which he or she would have been assigned if he or she had been in a classroom. A student should be assigned more than the minimum number of minutes of work in order to meet academic requirements and progress and graduate on schedule. However, the minimum amount of completed coursework to generate full apportionment credit is 240 minutes per day. [Education Codes 46141, 46142, 46145, 46147]
21. A certificated teacher of the District shall be designated as the supervising teacher for each independent study student and shall generally supervise, coordinate, and evaluate the work of that student. [Education Code 41745.5]
22. Instruction in any No Child Left Behind core academic subject shall be delivered by a No Child Left Behind (high qualified) teacher. [NCLB Teacher Requirements Resource Guide]
23. The supervising teacher shall be responsible for claiming apportionment based on his or her professional assessment of the time value of completed student work. [Education Code 51747.5]

B. Supervision

The principal of La Sierra High School is responsible for administering the District independent study program in accordance with law. The principal or designee of La Sierra High School shall:

1. Make recommendations to hire and place all independent study supervising teachers.
2. Ensure that each supervising teacher assists in the development and approval of written independent study agreements, monitors and evaluates student progress, maintains appropriate attendance records to verify minimum attendance requirements, maintains communication with the student and parents, and maintains records and prepares reports as required.
3. Establish and maintain appropriate records consistent with District policies and practices and in agreement with Education Code provisions regarding independent study.

C. Independent Study Master Agreement

An agreement for each student must be agreed upon and signed by the student, certificated employee of the Fullerton Joint Union High School District, and the parents or responsible adult. [Education Code Section 51747(c) and 11703(b)(2)]

Two copies of the approved agreement shall be prepared and distributed as follows:

1. A copy is given to the student.
2. A copy is to be maintained by the supervising teacher of independent study in the student's file.

The agreement will contain the following:

1. A statement indicating independent study is an optional educational alternative in which no student may be required to participate. [Education Code Section 51747(c)(4)]
2. A statement that the independent study student has not waived any rights as a student and is entitled to all District services and resources.
3. A statement that the student is expected to adhere to all District codes and guidelines related to student behavior.
4. Specific personnel to be available and utilized. [Education Code Section 51747(c)(3)]
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. No independent study agreement shall be valid for any period longer than one school year. [Education Code Section 51747(c)(5)]. No apportionment can be taken before or after these dates.
6. State the manner, time, frequency, and place for submitting a pupil's assignment and/or for reporting his or her progress. [Education Code Section 51747(c)(1)]

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- Students may meet in small groups, one-on-one, or they may mail, email, FAX, etc., assignments. However, unit tests, mid-terms, and finals must be taken in a proctored setting. The proctored setting is determined by the Supervising and/or Course teacher.
- It is important that the teacher knows it is the student who is actually completing the work and is attaining the objectives identified in the agreement; therefore, face-to-face meetings are preferred. However, in situations where it is deemed appropriate by the Superintendent's designee or by the Principal, online meetings may be substituted for face-to-face meetings.
- Representative work samples must be original work, not copies or faxes, etc.
- Meetings are based on Board Policy/Administrative Regulation and student need; e.g; once a week, twice a week, every two weeks, etc.
- Students may need to meet more frequently in order to make academic progress.

The method and frequency of reporting progress to the supervising teacher will provide systematic and periodic review of the student's progress in independent study.

In signing the agreement, the student agrees to meet the conditions of the independent study agreement and to meet the minimum student academic performance requirements for each course contract.

In signing the agreement, the parent agrees to the student and parent conditions outlined in the agreement.

D. Independent Study Course Contracts

A written independent study course contract shall be executed for each participating student. [Education Code Section 51747(c)]

The course contract shall not be valid for any period longer than one semester and must include a study plan that requires student work not less than the equivalent of a minimum school day for the student's grade level for every school day covered by the contract. [Education Code Sections 51747(a) and (c)(5)]

The written course contract should include the following items:

1. A statement of educational objectives, methods of study, and methods to be used to evaluate work. [Education Code Section 51747(c)(2)]
2. Specific resources and materials to be available and utilized. [Education Code Section 51747(c)(3)]
3. The length of time the contract will be in effect, including the beginning and ending dates for the student's participation in independent study under the contract. [Education Code Section 51747(c)(5)]

4. A statement of the number of course credits to be assigned upon satisfactory completion of assigned course work. [Education Code Section 51747(c)(6)] Thus, upon completion of a course of study contract, both the units of credit attempted and the units of credit earned are noted. The method and frequency of reporting progress to the supervising teacher will provide systematic and periodic review of the student's progress in independent study.
5. When individual circumstances justify a written contract period longer than one week or beyond one semester, approval may be obtained from the principal or designee. [Education Code Section 51747(c)(5)] However, a new contract will be written commencing with the new semester. The new contract will contain:
 - a. The beginning and ending dates of the agreement.
 - b. State the durations or maximum length of the agreement. No independent study agreement shall be valid for any period longer than one semester or one-half year for a school on a year-round calendar.
 - For short-term independent study, state of number of days or weeks.
 - The duration must agree with District Board-approved calendar; i.e., quarter, trimester, semester, summer school, etc.

When any student fails to complete four independent study assignments during the semester or misses four appointments without valid reasons, the principal or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study. [Education Code Section 51747(c)(4)] A written record of the findings of the evaluation shall be maintained in the student's permanent record.

No course required for graduation may be offered exclusively through independent study. [Education Code Section 51745(e)] Independent study course contracts must be consistent with the appropriate District course outline.

E. Student Evaluation

Evidence to be used in evaluating student progress may include, but is not limited to, one or more of the following:

1. Written records, reports, and statements from employers concerning work experience.
2. Written records, reports, and statements from community agency personnel regarding volunteer service experience.
3. Equivalency testing with standardized or school-developed instruments.
4. Reports, research studies, projects, and/or other evidence of independent study.
5. Weekly evaluation and progress reports.
6. Portfolios or other authentic assessment methods.

F. Credit

Credit is to be granted within the framework of District graduation requirements and guidelines for experiences and skills gained during the program that can be related to courses listed in the District's course of study.

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Credits may be earned as allowed by District AR 5331, Credit and Grade Point Average. Regardless of the number of credits allowed, a student must meet the District's basic curriculum requirements to be eligible to receive a diploma. La Sierra High School shall maintain an independent study records file that includes a copy of each student's agreement as well as course of study contracts for each student. The file should be organized in such a manner that the names of students, credits attempted, credits granted, and the number of students successfully completing contracts are easily obtainable.

G. Independent Study Records

La Sierra High School records shall identify all students participating in independent study and shall specify the grade level, program placement, and site in which each student is enrolled.

Each independent study site shall maintain records for the students attending independent study at the site. La Sierra High School records shall contain the following information:

1. A copy of the District policy and administrative regulations pertaining to independent study.
2. A file of all agreements with representative samples of completed and evaluated student assignments at each site or location.
3. A list of all students having participated or currently participating in independent study which shows credits attempted and awarded to each student per agreement and a record of the student's attendance at each independent study location.
4. A record of grades and other evaluations issued to each student for independent study assignments is available at each site or location.

Dated signatures for each of the following must be present:

- a. Student (regardless of age).
- b. Parent/legal guardian/caregiver
 - The Caregiver Affidavit must be on file. "Caregiver" means a person who has met the requirement of Part .15 (commencing with Section 6550 of the Family Code).
 - This is not necessary if the student is an adult or Emancipated Minor (married, active military, or court directed, etc.)
- c. Supervising certificated teacher.
 - There can only be one "supervising teacher."
 - If other teachers are used, they sign as "Other Assisting Person(s)."
- d. Other Assisting Person(s) who have direct responsibility for providing assistance may include:
 - Other teachers working with student
 - Paraprofessionals
 - Counselors, volunteers, etc.
 - No apportionment credit can be taken until all the signatures are on the agreement.
 - The Independent Study agreement can be shared in the subjects under the control of the supervising teacher, but if an "other" teacher is involved, you cannot take attendance/ADA for the course taught by the other teacher until the agreement is dated and signed by that "Other Assisting Person." [Education Code Section 51747(c)(8)]

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