

Instruction

INDEPENDENT STUDY PROGRAM

Educational opportunities offered through independent study may include, but are not limited to those listed in Education Code 51745. The District will develop and implement a program consistent with Education Code that provides synchronous and asynchronous instruction providing independent study to meet the needs of our students and community.

In addition, when requested by a parent/guardian 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.

Definitions

Live interaction means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

Student-parent-educator conference means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

Synchronous instruction means 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 of record for that student pursuant to Education Code 51747.5. (Education Code 51745.5)

Educational Opportunities

For the 2021-22 school year, the District shall offer independent study to meet the educational needs of students as specified in Education Code 51745 unless the district has obtained a waiver. (Education Code 51745)

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

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1. Special assignments extending the content of regular courses of instruction
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum, but not provided as an alternative curriculum
4. Continuing and special study during travel
5. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
6. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

Equivalency

The District's independent study option must be substantially equivalent in quality and quantity to classroom instruction, thus enabling students enrolled in independent study to complete the District's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to the other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

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. Providing access to Internet connectivity

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and local educational agency-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

Eligibility for Independent Study

Students are eligible for independent study as authorized in law, and as specified in board policy and administrative regulation.

For the 2022-23 school year and thereafter, the Superintendent/designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program 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. For an elementary student, the Superintendent/designee may consider the parent/guardian's level of commitment to assist the student. Independent study entails a commitment by both the parent/guardian and the student. Independent study shall be offered only to students who can be successful working independently.

A student participating in independent study must be a resident of the county or an adjacent county. 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 46300.2, 51747.3)

For a student with disabilities, as defined in Education Code 56026, participation in independent study shall be approved only if his/her individualized education program specifically provides for such participation. (Education Code 51745)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 by means of independent study. (Education Code 51745)

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Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for high school diploma by Education Code 51225.3 or the Board. (Education Code 46300.1, 46300.4)

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program not including pregnant students and parenting students who are primary caregivers for one or more of their children, shall be enrolled in independent study. (Education Code 51745)

Monitoring Student Progress

The independent study administrator and/or assigned teacher 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 parent/guardian.
2. A meeting between the student, parent/guardian and the teacher.
3. Initiate meeting with Student Success Team or Multi-Tiered System of Supports.
4. A meeting between the student and the independent study administrator, including the parent/guardian.
5. 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 agreement as requiring an evaluation, the Superintendent/designee shall conduct an evaluation to determine whether or not independent study is appropriate for the student. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program.

A written record of the findings of any such evaluation 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)

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Responsibilities of Independent Study Administrator

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another site administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

Assignment and Responsibilities of Independent Study Teacher

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 ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the District, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the District enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The Superintendent/designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

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The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records for Audit Purpose" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day for which independent study is provided

Procedures for Implementing Independent Study in the Event of Illness, Short-Term Disability or Travel Only

1. Participation in the independent study program is voluntary on the part of bargaining unit members. The District may designate a resource person to assist teachers or to carry out teacher responsibilities in the event the classroom teacher chooses not to participate. If the resource person is a member of the bargaining unit, services will be provided on a voluntary basis.

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2. Responsibility for managing independent study agreements will be delegated to one person at each site. Typically, this person is responsible for maintenance of normal attendance records.
3. When a teacher or the school office becomes aware of a proposed independent study, the School Attendance Secretary/Health Specialist will complete the top portion of the independent study agreement and forward it to the appropriate classroom teacher or designated resource person.
4. The School Attendance Secretary/Health Specialist will maintain a log of the agreements issued and the number of students involved so that the completed agreements can be filed in a timely manner.
5. The School Attendance Secretary/Health Specialist will obtain required signatures of the student, parent/guardian, teacher (or designated resource person), and principal (or designee) prior to the independent study term.
6. Upon completion of the agreement, the School Attendance Secretary/Health Specialist in the school office will adjust the Attendance Report to reflect the number of days completed.
7. The school will retain one copy of the agreement in the student's file (cum). One copy of the agreement will be sent to the Business Office (attendance accounting), and one copy will be given to the student.

Completion of the Independent Study Agreement in the Event of Illness, Short-Term Disability or Travel Only

1. The agreement is self-explanatory. Information regarding the type of agreement, objectives, and method of evaluation are completed by checking the appropriate boxes. The specific details of the study assignment(s) and/or task(s) to be performed by the student will be written on, or attached to, the agreement by the teacher. An assignment sheet may also be attached to the agreement, if necessary and/or desired.
2. Assignments are due upon the student's return to school. The required work will be verified either by the classroom teacher or the designated resource person.

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3. The amount of time required to perform or complete the off-campus assignment shall equal or exceed the required daily instructional minutes for the student (Kindergarten, 200 minutes; Grades 1-3, 280 minutes; Grades 4-6, 300 minutes.)

The amount of work performed must correlate to these minimums for each day of absence. (Work performed over several days may be prorated; e.g., three days of work completed during a five-day agreement would be recorded as three days of completed independent study and two days of incomplete independent study.) The student and parent/guardian are responsible for verifying time requirements.

4. Following verification of assignment completion, the teacher will retain the completed assignment, a sample, or samples of completed student work. The agreement will be returned to the office.
5. School shall be allocated 50 percent of revenues generated through this program. Expenditures of these funds shall be determined at the school site with consultation of the school staff.

Regulation

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California