

Instruction

INDEPENDENT STUDY

AR 6158

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)

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

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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.

Equivalency

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students 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 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 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 or 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

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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 or designee may consider the parent/guardian's level of commitment to assist the student.

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)

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless the student's 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)

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 a high school diploma by Education Code 51225.3 or the Governing 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 supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A letter to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator,

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including the parent/guardian if appropriate

4. An increase in the amount of time the student works under direct supervision
When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or 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)

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 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 Teachers

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid

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certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and 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 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

The Superintendent or designee shall ensure that independent study teachers have

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access to professional development and support comparable to classroom-based teachers.

Regulation

Approved: January 23, 1996

Revised: 5/21/15; 11/30/15; 5/16/16; 4/25/17; 8/5/21

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California

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Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
5 CCR 11700-11703	<i>Independent study</i>
<i>Ed. Code 17289</i>	<i>Exemption for facilities</i>
<i>Ed. Code 41020</i>	<i>Audit guidelines</i>
<i>Ed. Code 41976.2</i>	<i>Independent study programs; adult education funding</i>
<i>Ed. Code 42238</i>	<i>Revenue limits</i>
<i>Ed. Code 42238.05</i>	<i>Local control funding formula; average daily attendance</i>
<i>Ed. Code 44865</i>	<i>Qualifications for home teachers</i>
<i>Ed. Code 46200-46208</i>	<i>Incentives for longer instructional day and year</i>
<i>Ed. Code 46300-46307.1</i>	<i>Methods of computing average daily attendance</i>
<i>Ed. Code 46390-46393</i>	<i>Emergency average daily attendance</i>
<i>Ed. Code 46600</i>	<i>Agreements for admission of students desiring interdistrict attendance</i>
<i>Ed. Code 47612-47612.1</i>	<i>Charter School Operation</i>
<i>Ed. Code 47612.5</i>	<i>Charter schools operations, general requirements</i>
<i>Ed. Code 48204</i>	<i>Residency requirements</i>
<i>Ed. Code 48206.3</i>	<i>Home or hospital instruction; students with temporary disabilities</i>
<i>Ed. Code 48220</i>	<i>Classes of children exempted</i>
<i>Ed. Code 48340</i>	<i>Improvement of pupil attendance</i>
<i>Ed. Code 48915</i>	<i>Expulsion; particular circumstances</i>
<i>Ed. Code 48916.1</i>	<i>Educational program requirements for expelled students</i>

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State	Description
<i>Ed. Code 48917</i>	<i>Suspension of expulsion order</i>
<i>Ed. Code 49011</i>	<i>Student fees</i>
<i>Ed. Code 51225.3</i>	<i>Graduation requirements; courses that satisfy college entrance criteria</i>
<i>Ed. Code 51745-51749.6</i>	<i>Independent study</i>
<i>Ed. Code 52060</i>	<i>Local Control and Accountability Plan</i>
<i>Ed. Code 52522</i>	<i>Adult education alternative instructional delivery</i>
<i>Ed. Code 52523</i>	<i>Adult education as supplement to high school curriculum; criteria</i>
<i>Ed. Code 56026</i>	<i>Individual with exceptional needs</i>
<i>Ed. Code 58500-58512</i>	<i>Alternative schools and programs of choice</i>
<i>Fam. Code 6550-6552</i>	<i>Authorization affidavits</i>

Federal	Description
<i>20 USC 6301</i>	<i>Highly qualified teachers</i>
<i>20 USC 6311</i>	<i>State plan</i>

Management Resources	Description
<i>CA Dept of Education Publication</i>	<i>California Digital Learning Integration and Standards Guidance, April 2021</i>
<i>California Department of Education Publication</i>	<i>01-05 Guidelines for Piloting Textbooks and Instructional Materials, rev. January 2015</i>
<i>Court Decision</i>	<i>A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455</i>
<i>Education Audit Appeals Panel Publication</i>	<i>Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting</i>
<i>Website</i>	<i><u>AASA The School Superintendents Association</u></i>
<i>Cross References</i>	

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<i>Policy Manual</i>	<i>Description</i>
0410	<u><i>Nondiscrimination In District Programs And Activities</i></u>
0420.4	<u><i>Charter School Authorization</i></u>
0420.4	<u><i>Charter School Authorization</i></u>
0470	<u><i>COVID-19 Mitigation Plan</i></u>
0500	<u><i>Accountability</i></u>
3260	<u><i>Fees And Charges</i></u>
3260	<u><i>Fees And Charges</i></u>
3580	<u><i>District Records</i></u>
3580	<u><i>District Records</i></u>
4112.2	<u><i>Certification</i></u>
4112.2	<u><i>Certification</i></u>
4131	<u><i>Staff Development</i></u>
5111.1	<u><i>District Residency</i></u>
5111.1	<u><i>District Residency</i></u>
5112.3	<u><i>Student Leave Of Absence</i></u>
5112.3	<u><i>Student Leave Of Absence</i></u>
5113	<u><i>Absences And Excuses</i></u>
5113	<u><i>Absences And Excuses</i></u>
5121	<u><i>Grades/Evaluation Of Student Achievement</i></u>
5121	<u><i>Grades/Evaluation Of Student Achievement</i></u>
5125	<u><i>Student Records</i></u>
5125	<u><i>Student Records</i></u>
5126	<u><i>Awards For Achievement</i></u>
5126	<u><i>Awards For Achievement</i></u>
5144.1	<u><i>Suspension And Expulsion/Due Process</i></u>

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<i>Policy Manual</i>	<i>Description</i>
5144.1	<u><i>Suspension And Expulsion/Due Process</i></u>
5146	<u><i>Married/Pregnant/Parenting Students</i></u>
5147	<u><i>Dropout Prevention</i></u>
6000	<u><i>Concepts And Roles</i></u>
6011	<u><i>Academic Standards</i></u>
6111	<u><i>School Calendar</i></u>
6112	<u><i>School Day</i></u>
6112	<u><i>School Day</i></u>
6142.4	<u><i>Service Learning/Community Service Classes</i></u>
6143	<u><i>Courses Of Study</i></u>
6143	<u><i>Courses Of Study</i></u>
6146.1	<u><i>High School Graduation Requirements</i></u>
6146.1	<u><i>High School Graduation Requirements</i></u>
6146.11	<u><i>Alternative Credits Toward Graduation</i></u>
6146.11	<u><i>Alternative Credits Toward Graduation</i></u>
6152	<u><i>Class Assignment</i></u>
6159	<u><i>Individualized Education Program</i></u>
6159	<u><i>Individualized Education Program</i></u>
6162.5	<u><i>Student Assessment</i></u>
6162.51	<u><i>State Academic Achievement Tests</i></u>
6162.51	<u><i>State Academic Achievement Tests</i></u>
6164.5	<u><i>Student Success Teams</i></u>
6164.5	<u><i>Student Success Teams</i></u>
6172	<u><i>Gifted And Talented Student Program</i></u>
6172	<u><i>Gifted And Talented Student Program</i></u>
6181	<u><i>Alternative Schools/Programs Of Choice</i></u>

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	<i>Policy Manual</i>	<i>Description</i>
6181		<u><i>Alternative Schools/Programs Of Choice</i></u>
6183		<u><i>Home And Hospital Instruction</i></u>
6184		<u><i>Continuation Education</i></u>
6184		<u><i>Continuation Education</i></u>
6185		<u><i>Community Day School</i></u>
6185		<u><i>Community Day School</i></u>
6200		<u><i>Adult Education</i></u>
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