

Independent Study Program

Independent study shall be considered a viable alternative to full-time classroom instruction when a student can demonstrate:

1. The ability and desire to work under limited supervision.
2. The capacity to exercise reasonable and mature judgement, including the ability to prioritize and use time productively.
3. A need or desire to work principally alone or only in small groups.
4. A cooperative attitude.
5. That progress toward one's educational goals and the acquisition of basic skills can be achieved on a consistent basis through independent effort.

Furthermore, approval of independent study contracts shall be based upon:

1. The availability of a certificated teacher with adequate time to supervise the student effectively.
2. A acceptable written statement of educational objectives and the means of accomplishing them.
3. Written approval by the program administrator, supervising teacher parent/guardian/caregiver, and participating student.

Independent Study Contracts

An independent study contract shall be executed for each participating student and must represent the equivalent of a minimum day for the student's grade level. It shall include:

1. A statement of the student's educational needs.
2. The title and major objectives of the course of study.
3. The major activities and/or study materials by which the student plans to achieve the course objectives.
4. The manner in which achievement of objectives and competencies will be evaluated.
5. The manner, time, frequency, and place of reporting progress.
6. The timeline for achieving and completing the contract (not less than 5 days and not to exceed one semester) that includes the beginning and ending dates of the independent study.
7. A statement of the number of credits to be earned upon satisfactory completion of assigned work.
8. The anticipated specific resources, including materials and personnel, which will be made available to the student during the independent study program.
9. The policies regarding the standards or satisfactory progress to be maintained while on the independent study program.

10. A statement verifying the optional nature of the program.
11. The signatures of the student, student's parent, guardian or caregiver, supervising teacher, and any other person assisting the student.

Administration of the Program

The program administrator shall:

1. Make sure that the program adheres to office policy, regulation and state law.
2. Approve the enrollment of all students and facilitate the completion of independent study contracts.
3. Approve all independent study credits and forward this information to the appropriate school personnel so that it becomes a permanent part of the student's records.
4. Assign independent study teachers and other personnel involved with the program.
5. Complete or coordinate all necessary records and reports including submittal of all necessary enrollment and attendance information to the business office.
6. Monitor enrollment to stay within the prescribed limits of Education Code 51745.6.
7. Develop and manage the independent study program budget.

Independent Study Program Teachers

1. Teachers in the program will be assigned students by the program administrator.
2. Independent study program teachers will complete appropriate portions of the contract, add additional program information when appropriate, supervise and approve course work, and evaluate student progress in writing.
3. Independent study program teachers will determine and assign grades and maintain appropriate student registers.

Records

Each site operating an independent study program shall maintain a comprehensive set of records. Records shall include, but not be limited to, the following:

1. A copy of the County Office of Education policies, administrative regulations, and procedures related to independent study.
2. A file of all student agreements.

INSTRUCTION**Administrative Regulation 6175(c)**

3. A list of students participating in independent study showing credits attempted by, and awarded to, students as per their individual agreement.
4. An attendance register separate from other attendance.
5. A record of grades issued.
6. Representative samples of each student's work.