

INSTRUCTION

Jill Kinmont Boothe School

Independent Study Rules and Regulations

The Inyo County Board of Education authorizes Independent Study as an optional alternative instructional strategy for K-12 students in the County. Independent Study provides a means for students to achieve curriculum objectives that meet content standards and graduation requirements outside the regular classroom. For the purpose of this policy, the terms student and pupil are synonymous.

Independent Study is a continuously voluntary, educational alternative in which no student may be required to participate. Students or parents not wishing to participate in Independent Study will be offered a classroom option.

Independent Study shall offer a means of individualizing an educational learning plan for students whose needs may best be met through study outside of the regular classroom setting. The County shall provide and ensure Independent Study students 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.

The Superintendent or designee shall determine that the prospective Independent Study student understands the County's requirements for Independent Study and is prepared to meet them. The Superintendent or designee shall guarantee that each participating student has an executed written Independent Study Agreement as prescribed by law. The Independent Study strategy requires a written agreement with all of the required components, agreed to by the student, parent/guardian/caregiver, certificated employee, and all other persons who have direct assistance to the student.

To help each student succeed in Independent Study, the County Board establishes the maximum length of time, by grade level and type of program, which may elapse between the time an Independent Study assignment is made and the date by which the student must submit the assigned work. The student shall have period of two weeks to complete his or her assignment while enrolled.

The Superintendent or designee may extend the maximum length of an assignment when circumstances justify a longer time to a period not to exceed eight (8) weeks pursuant to a written request.

When any student fails to complete three consecutive assignments in one attendance period, the Superintendent or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in Independent Study. A written record shall be kept in the permanent record.

The Superintendent or designee shall establish administrative regulations to implement Independent Study in accordance with the law.

Board Policy:

First Reading: March 16, 2004

Adopted: March 16, 2004

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A. CRITERIA FOR PARTICIPATION

The Inyo County Board of Education recognizes the value of supervised Independent Study for students in situations where their special interests, abilities or individual needs are not being accommodated in the traditional instructional program. These students must have the willingness and ability to successfully complete the educational requirements of Independent Study.

Students who may be appropriately enrolled in Independent Study include, but are not limited to, students who:

1. Have an understanding of and commitment to Independent Study.
2. Exhibit the ability and the willingness to work independently with limited supervision by the certificated teacher.
3. Have learning styles that can best be met through Independent Study.
4. Are exceptional or gifted and need in-depth opportunities, which may include concurrent enrollment in post secondary educational programs, or participation in athletics and/or sports.
5. Request Independent Study because they will be absent from school for five (5) or more consecutive school days.
6. Have an acceptable reason for requesting Independent Study. Some acceptable reasons may include:

Extended Illness	Other contagious diseases
Family emergencies	Religious purposes
Funeral	Safety issues
Immunization	Severe weather situations
Vacation or travel	
7. Have experienced difficulty in adapting to the regular curriculum, achieving academic success, or conforming to school rules, and are ready to or have dropped out.
8. Could be classified as school-phobic.
9. Have medical and/or psychological problems and choose Independent Study in place of Home/Hospital Instruction.
10. Wish to continue studies while on extended family vacation or travel.
11. Have been expelled and have been offered Independent Study with a classroom option.
12. Are genuinely needed at home because of illness in the family.
13. Have parents who wish to assist in the Home Independent Study for their children.
14. Have attended a high school but have not achieved a high school diploma.
15. Arrived in the school mid semester.
16. Are employed and need to help the family.
17. Are in drug or alcohol rehabilitation programs.
18. Are pregnant or have children.

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To engage in Independent Study, a student with special needs who has an Individualized Education Plan (IEP) may do so only to the extent his or her IEP specifies Independent Study as the instructional modality.

B. SELECTION OR INTAKE PROCESS

A student who has met the criteria for participation may:

1. Complete a full program of courses.
2. Take a full program of courses and continue or take an ROP class at the school.
3. Enroll for a limited period of time if the student is to be out of school for five (5) or more consecutive school days.

The selection or intake process should be accomplished through a standardized application. The student should:

1. Complete an Application for Intake at the school office. If this is a new student, the student may request independent study when meeting with school officials and enrolling in the school.
2. Meet with the principal or designee to determine if the student meets the criteria for participation of Independent Study.
3. Complete all elements of the Independent Study Agreement with the supervising teacher.

C. STUDENT EXIT FROM INDEPENDENT STUDY

The student or parent/guardian/caregiver may request a classroom option at any time. This request may come from the student, parent/guardian/caregiver, or school administration. As a general rule, students in grades K-12 may transfer to a classroom option at any time during a semester. The teacher or school administrator will make every effort to counsel the student and parent/guardian/caregiver on the most appropriate option.

The school may request a change because the student:

- is not meeting the obligations of the I.S. Agreement.
- is no longer meeting the criteria for participation.
- is inappropriately placed.

D. INSTRUCTION

1. K-12 students must be enrolled in Jill Kinmont Boothe School as a condition of participating in independent study.
2. No course required for high school graduation shall be offered exclusively through I.S.

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3. For K-12 ADA purposes, I.S. teacher-ADA ratio must not exceed the baseline ratio for other instructional programs in the district.
4. Class size reduction funding is not available for any student enrolled in Independent Study.
5. Special education students must have an IEP that allows Independent Study.
6. No funds or other things of value may be provided to Independent Study students that are not provided to other students in the school.
7. A certificated teacher in school must generally supervise, coordinate, and evaluate the work of each student engaged in Independent Study. Apportionment credit for independent study may be claimed only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certificated teacher.
8. Students engaged in Independent Study must be residents of the local county or an adjacent county.
9. To receive K-12 apportionment, students who are age 19 or 20 must have been continuously enrolled in school since their 18th birthday.
10. The Independent Study option shall be substantially equivalent in quality and quantity to classroom instruction. Independent Study students shall have the same access to existing services and resources as other students in their school. Independent Study students shall have equal rights and privileges with other students.
11. The curriculum specified in the written Independent Study Agreement shall be consistent with the Board's Policies, Administrative Regulations, and Procedures for curriculum and instruction.
12. Curriculum must meet state content standards to ensure students are prepared to successfully pass the CHSEE.
13. Independent Study may be an appropriate option for a student who is expected to be absent from school for five (5) or more consecutive school days.

E. INDEPENDENT STUDY AGREEMENT

A written I.S. Agreement must be executed for each participating student and must be maintained on file. The I.S. Agreement requires a learning plan that represents not less than the equivalent of a minimum school day for the student's grade level for every school day covered by the agreement.

The Independent Study Agreement shall include, but not be limited to:

1. General data
 - a. Name of pupil/student
 - b. Address
 - c. Parent's home and work numbers
 - d. Grade Level
 - e. School name/program placement
 - f. Birth date
2. Subject(s) and course value/units/credits
3. Objectives included for student's work

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4. Method(s) of study
5. Specific Resources including materials and personnel made available
6. Method(s) of evaluation
7. Manner of reporting
8. Time and day of reporting with the teacher and student
9. Location/place of the reporting.
10. Frequency of the meetings between the teacher and student.
11. Duration of enrollment with beginning and ending dates.
12. Maximum length of enrollment that is limited to one semester.
13. Dated signature for each
 - a. Student
 - b. Parent/Guardian/Caregiver
 - Caregiver Affidavit must be on file
 - Not necessary if adult or Emancipated Minor*
 - c. Supervising certificated teacher
 - d. Other assisting person(s) who has/have direct responsibility for providing assistance.
14. A statement that identifies the number of missed assignments that will lead to a written evaluation of whether the student should continue in I.S. or return to the classroom for his or her best interest. A written record of the outcome of any such evaluation must be retained in the student's permanent record.
15. A statement of the maximum length of time, by grade level and type of program that may elapse between the date the assignment is made and the date the student must have completed the assigned work.
16. A statement that Independent Study is a continuously voluntary educational alternative and that a classroom is always available.
17. A statement that instruction may be provided for a Section 48915 (expulsion) or 48915 (suspended expulsion) only if the student is offered the alternative of classroom instruction.
18. A statement allowing one or more classes to be added to the I.S. Agreement during the semester if the student completes all of the pre-determined subjects/courses before the ending date of the agreement.

F. STUDENT ASSIGNMENT/WORK RECORDS

The Student Assignment Sheet supplements the I.S. Agreement. It contains detailed components of the I.S. Agreement that include:

1. Course of study/subject(s).
2. Objectives of the assignments.
3. Method of study (activities that the student does to complete the objectives).
4. Resource materials (texts, workbooks, videos, etc).

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5. Methods of evaluation for attendance and academic credit.
6. Date assignment made and date assignment due.
7. Signature of certificated teacher or initials on the work record if used for attendance record keeping.

H. STUDENT RESPONSIBILITIES AND RIGHTS

The student's legal rights and responsibilities must be identified and included in the I.S. Agreement. Additional student's rights and responsibilities will be specified in other written documents. Procedures must be established that ensures a student's due process rights.

1. Read and understand the conditions listed on the I.S. Agreement.
2. Voluntarily sign the I.S. Agreement.
3. Abide by all terms of the I.S. Agreement.
4. Complete all school intake processes.
5. Notify school in advance for all planned missed school appointments.
6. complete and submit work assignments, as the teacher requires.
7. Contact the teacher or school when assistance is needed.
8. Ask for a classroom option whenever a student feels that Independent Study is not appropriate.

There are no excused absences in Independent Study. Students are in violation of the I.S. Agreement and are subject to dismissal if they are late or absent from scheduled appointment or do not submit assigned work by the due dates.

I. PARENT RESPONSIBILITIES AND RIGHTS

The parent/guardian/caregiver must agree to:

1. Read and understand the conditions listed on the I.S. Agreement.
2. Abide by the terms of the I.S. Agreement including a commitment to, and the support and guidance of the student in Independent Study.
3. Voluntarily sign the I.S. Agreement.
4. Notify the school in advance when the student will be away from school.
5. Ensure student completes all assignments by the due date.
6. Ensure the student keeps all appointments.
7. Furnish transportation to school when needed.
8. Act as a support system for the student in the discipline of completing work independently.
9. Understand they have the right to review the program of instruction and revoke the I.S. Agreement at any time.

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J. SUPERVISING TEACHER

The Independent Study shall be coordinated, evaluated, and shall be under the general supervision of an employee of the county office of education who possesses a valid certification document pursuant to Section 44865 or an Emergency Permit pursuant to Section 44300, registered as required by law with:

- A valid teaching credential
- Student teaching
- A special fitness to perform

There can be only one supervising teacher. If other teachers are used, they must sign as “Other Assisting Person(s)”.

The duties of the supervising teachers shall include the following:

1. The teacher must assign courses in areas identified in EC Section 44865.
2. The supervising certificated teacher must generally supervise, coordinate, evaluate the work, and provide general supervision of the student’s Independent Study Agreement.

K. ADMINISTRATION OF INDEPENDENT STUDY

County offices of education are not obliged to permit a student to engage in Independent Study if school officials given responsibility for the decision determine that Independent Study is not an appropriate alternative for the student.

L. WORK SAMPLES

Representative samples of original work of the student evaluated by a certificated teacher must be on file. Representative samples are defined as two examples for each course representing student work product where ADA was reported for attendance credit for apportionment.

The work samples should include the identification of the:

Required

1. Certificated teacher signature or initials.
2. Date of assessment evaluation for apportionment credit.
3. Notation of the assessment evaluation for apportionment credit.

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It Should be Evident

4. Subject.
5. Student's name.
6. Date student completed the assignment.
7. Academic evaluation.

M. ATTENDANCE

Students must be assigned equivalent of a full day's work. For apportionment purposes, completed students must at least meet the following minimums:

Type of Program:

Kindergarten	180 minutes per day
Grades 1 – 12	240 minutes per day

Independent Study apportionment credit is based on the completed work product of the student. ADA is based on the Independent Study teacher's judgment of the time value of each work product. Work assignments must be equivalent to the full school day assignments that would have been required of the student if the student were in the classroom option. If the work is completed work is equivalent to the minimum day for the specified grade level. For K-12, attendance is recorded in days.

N. RECORDS

Each school or program shall maintain records for all students using Independent Study. Units of credit in I.S. may be applied toward promotion to the next grade or toward graduation.

The following records must be available for an audit. Records shall include, but not be limited to:

1. A copy of the County Board Policy and Administrative Regulations and procedures pertaining to Independent Study.
2. A file for each student containing a:
 - Written I.S. Agreement.
 - Student Assignment Sheets.
 - Representative samples of completed work by the student that have been evaluated by a certificated teacher.
 - Teacher Record of apportionment/attendance credits, grades and other evaluation of I.S. assignments.
3. A permanent record for the following:
 - Student transcript for high school students.
 - Written evaluations regarding whether it is in the best interest to remain in I.S.

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4. A list of all students, by grade level, who have participated or are currently participating in Independent Study, showing “credits attempted” and “awarded to” each student and a record of the student’s attendance.
5. A list of all student, by grade level, who have participated or are currently participating in Independent Study showing “credits attempted” and “awarded to” each student and a record of the student’s attendance.
6. A list of Independent Study teachers that includes the teaching assignments.

Administrative Regulation:

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