

# Wilsona Independent Study Procedures

Independent Study is covered under Board Policy 6158 and Administrative Regulations AR 6158 Revised March 15, 2012.

According to Board Policy:

- The superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student
- The **minimum period** of time for any independent study option shall be **five** consecutive school days
- The supervising teacher must meet, either in person or electronically, with each participating student **at least once a week** to discuss the student's progress/assignments
- The maximum length of time which may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be:
  - ❖ 1 week for students in grades K-3
  - ❖ 2 weeks for students in grades 4-8
- Students in independent study shall have access to the same services and resources as any other student attending school

## **Independent Study Records must be maintained for 3 years**

To assure that the independent study agreement for each student contains all the legal requirements, the Wilsona Short Term Independent Study Contract/Agreement has been developed. The form must be completely filled out for each student on independent study at the time the student is placed on independent study. Please note the following:

- A. Student name, grade school, teacher and date in the form header should be complete
- B. Complete the Reason for Independent study
- C. Specify the dates of the duration of the agreement
- D. Specify the date the assignments are to be completed – write “Work due” and indicate the date**
- E. Work is to be reviewed WEEKLY for students in grades K-2 and Bi-monthly for students in grades 4-8.** Check the appropriate space
- F. Time of Progress Report refers to the time agreed upon to meet to review assignments or work to be returned.** (Indicate the hour of your appointment with the parent/child)
- G. The manner, time and frequency of submitting work is printed on the form: “School Office” for place of progress report/submitting the work, “in Person” for manner of progress report/submitting the work, and “All Academic” for subject area of the work
- H. The Learning Objectives are printed on the form: 1) Daily Academic Assignments, 2) Independent Study Work Packet but you may add a third if necessary
- I. **Number of Assignments that can be missed must be indicated** and in most cases this will be zero
- J. Primary Location of Activity must be completed and in most cases will be “at home”
- K. Check the appropriate Major Learning Activities
- L. In the Allocation of Specific Resources space list the specific resources including materials and personnel to be made available. In most cases it will be the name of the teacher and the textbooks
- M. Check the appropriate Method of Evaluation
- N. Upon completion of the assignments the teacher is to complete the evaluation section

The agreement is to be signed and dated by the child, the parent, the teacher, the attendance clerk and **the principal** at the time the Independent Study Contract is initiated.



Wilsona School District  
18050 East Avenue O, Palmdale, CA 93591

**SHORT TERM INDEPENDENT STUDY CONTRACT/AGREEMENT**

A { Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
 { School Site: WES \_\_\_ VSG \_\_\_ CMS \_\_\_ Teacher: \_\_\_\_\_

The state of California Education Code, Sections 51745 to 51747.5 provides for community-based independent study programs for school district and parents. The Wilsona School District Independent Study Program is a voluntary alternative to classroom instruction, consistent with Wilsona's course of study, which allows students to earn attendance credit through supervised ongoing instructional activities which are agreed upon in advance by the school, parents and students. Students in independent study have access to the same services and resources as is available to other students in their school.

B { Reason for Independent Study: \_\_\_\_\_

C { Duration of Agreement: From \_\_\_\_\_ to \_\_\_\_\_

D { Maximum amount of time allowed for completion of assignments: Work Due "date"

E { Frequency of Progress Reports: Weekly  Bi-Monthly \_\_\_ or Other: \_\_\_\_\_

F { Time of Progress Report: \_\_\_\_\_

G { Place of Progress Report: School Office Manner of Progress Report: In Person Subject area(s)/course Title(s): All Academic

H { Learning Objectives: (1) Daily Academic Assignments, (2) Independent Study Work Packet, \_\_\_\_\_

I { Number of Assignments which can be missed: \_\_\_\_\_ J { Primary location of Activity: \_\_\_\_\_

**Major Learning Activities** (The student may use any or all of the following activities to accomplish the objectives listed above).

Field Experiences	Library Research	Special Projects
Related Reading	Special Exhibits	Group Activities
Formal Instruction	Side Trips	Practice Exercises
Concerts, Movies	Zoos, Aquaria	Museum Visits
Personal Interviews	Other: _____	Other: _____
Visits to private corporations, businesses, government facilities		

L { Allocation of Specific Resources: \_\_\_\_\_

M { Method of Evaluation: On site demonstration \_\_\_ Group Presentation \_\_\_ Final Product or Report \_\_\_  
 Other:(specify) \_\_\_\_\_

N { Final Evaluation Completed by: \_\_\_\_\_ Final Evaluation Date: \_\_\_\_\_

Quality of Work:(select one) Excellent \_\_\_ Above Average \_\_\_ Average \_\_\_ Below Average \_\_\_ Incomplete \_\_\_

Letter Grade: \_\_\_\_\_ Credit: \_\_\_\_\_ No Credit: \_\_\_\_\_

**AGREEMENT:** We have read the terms of this contract and agree to all conditions as listed. We also understand that Independent Study is voluntary as provided for by the California Education Code.

**SIGNATURES**

Student: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

Attendance Clerk \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

# Wilsona SD

## Board Policy

### Independent Study

BP 6158

#### Instruction

The Governing Board authorizes independent study as an optional alternative instructional strategy by which students in grades K-8 may reach curriculum objectives and fulfill graduation requirements. Independent study shall offer a means of individualizing the educational plan for students whose needs may be met best through study outside of the regular classroom setting.

(cf. 5147 - Dropout Prevention)

The district's independent study option shall 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 time frame. Students in independent study shall have access to the same services and resources as is available to other students in the school.

(cf. 0420.4 - Charter Schools)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6200 - Adult Education)

A student's participation in independent study shall be voluntary. Students participating in independent study shall have the right, at any time, to enter or return to the regular classroom mode of instruction. (Education Code 51747; 5 CCR 11700)

The Superintendent or designee shall determine that the prospective independent study student understands and is prepared to meet the district's requirements for independent study. Independent study entails a commitment by both the parent/guardian and the student. As the student gets older, he/she assumes a greater portion of the responsibility involved. Independent study may be offered only to students who can achieve in this program as well as or better than they would in the regular classroom.

The minimum period of time for any independent study option shall be five consecutive school days.

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)

The Board recognizes that independent study may be used as an option to encourage students to remain in school. Teachers should carefully set the duration of independent study assignments, within the limits specified by the Board in order to help identify students falling behind in their work or in danger of failing or dropping out of school.

To foster each student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the time an assignment is made and date by which the student must complete the assigned work shall be as follows:

1. For students in grades K-3: 1 week
2. For students in grades 4-8: 2 weeks

When circumstances justify a longer time, the Superintendent or designee may extend the maximum length of an assignment to a period not to exceed one trimester.

When any student fails to complete three consecutive independent study assignments, the Superintendent or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study. Evaluation findings shall be kept in the student's permanent record.

(cf. 5125 - Student Records)

Supervising teachers should establish an appropriate schedule for student-teacher conferences in order to help identify students falling behind in their work or in danger of failing or dropping out of school. Except in unusual circumstances, it is expected that the supervising teacher will meet, either in person or by electronic means, with each participating student at least once a week to discuss the student's progress.

(cf. 5147 - Dropout Prevention)

Missing appointments with the supervising teacher without valid reasons also may trigger an evaluation to determine whether the student should remain in independent study.

The Superintendent or designee shall annually report to the Board the number of students engaged in independent study, the ADA generated, the quality of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete independent study.

### Home Schooling Through Independent Study

The Superintendent or designee shall encourage parents/guardians desiring to teach their children at home to enroll their children in independent study. Such enrollment allows continued contact and cooperation between the school system and home-based student.

Legal Reference:

EDUCATION CODE

- 17289 Exemption for facilities
- 41976.2 Independent study programs; adult education funding
- 42238 Revenue limits
- 44865 Qualifications for home teachers and teachers in special classes and schools
- 46300-46307.1 Methods of computing average daily attendance
- 47612.5 Independent study in charter schools
- 48204 Residency based on parent employment
- 48206.3 Home or hospital instruction; students with temporary disabilities
- 48220 Classes of children exempted
- 48340 Improvement of pupil attendance
- 48915 Expulsion; particular circumstances
- 48916.1 Educational program requirements for expelled students
- 48917 Suspension of expulsion order
- 51225.3 Requirements for high school graduation
- 51745-51749.3 Independent study programs
- 52206 Gifted and talented education; use of independent study to augment program
- 52522 Adult education alternative instructional delivery
- 52523 Adult education as supplement to high school curriculum; criteria
- 56026 Individuals with exceptional needs
- 58500-58512 Alternative schools and programs of choice

FAMILY CODE

- 6550 Authorization affidavits

CODE OF REGULATIONS, TITLE 5

- 11700-11703 Independent study

- 19819 State audit compliance

COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4th 1365

EDUCATION AUDIT APPEALS PANEL DECISIONS

Lucerne Valley Unified School District, Case No. 03-02 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Independent Study Operations Manual, 2000 Edition

Elements of Exemplary Independent Study

Approaches to Satisfying No Child Left Behind Act of 2001 Teacher Requirements for Independent Study in Secondary Schools, January 28, 2010

WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Policy WILSONA SCHOOL DISTRICT  
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