

Instruction

**INDEPENDENT STUDY PROGRAM**

The Governing Board authorizes independent study as a short-term voluntary instructional strategy to assist students in reaching curriculum objectives. 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. A principal or designee may approve independent study to provide students with class work while away from campus for periods of five days or more. 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.

Course Outlines and Agreements

An independent study agreement shall be executed for each participating student. The agreement should include:

1. The manner, time, frequency, and location for submitting the student's assignments and for reporting his/her progress.
2. The method by which the student's work will be evaluated.
3. The specific resources, including materials and staff, which will be made available to the student.
4. The duration of the independent study agreement shall be for a minimum of five consecutive school days. Education Code Section 46300(e).
5. A statement of appropriate measures of academic accomplishment by the student upon completion.
6. To foster each student's success in independent study, the Board recommends that the independent study period be limited to two weeks. When circumstances justify a longer time, the school may extend the maximum length of an agreement to a period not to exceed six weeks.
7. When a student fails to complete an independent study agreement, the school may deny future independent study.

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**INDEPENDENT STUDY PROGRAM** (continued)

Each written agreement shall be signed by the student, the parent/guardian of the student, the certificated employee designated as responsible for the general supervision of the agreement, and other persons who have direct responsibility for providing assistance to the student.

Procedures for Implementing Independent Study

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.
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.

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**INDEPENDENT STUDY PROGRAM** (continued)

Completion of the Independent Study Agreement

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.
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; i.e., 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

Approved: 11/13/90

Reviewed: 10/18/05

Reviewed: 05/15/07

CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California