

6158 BP - Independent Study/Short-term

Instruction

Board Policy No. 6158

Policy Revised: February 29, 2024

INDEPENDENT STUDY/SHORT-TERM

MVWSD offers short-term independent study for students who are absent from school because of their health or other personal circumstances that make classroom attendance difficult. The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting on a short-term basis. (Education Code 51747; 5 CCR 11701)

~~Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short or long term placements, on a full-time or part-time basis, and/or in conjunction with part or full-time classroom study.~~

~~The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)~~

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

Short-term independent study for each student shall be under the general

supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any short-term independent study option shall be three consecutive school days. (Education Code 46300)

The maximum period of time for any short-term independent study option shall be 14 school days for the school year.

A short-term independent study student shall not be credited with more than one day of attendance per calendar day. (Education Code 46300)

General Short-Term Independent Study Requirements

The Superintendent or designee may offer and approve short-term independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as ~~or better than~~ the student would in the regular classroom setting.

Because ~~excessive leniency in the duration of~~ independent study assignments may result in a student falling behind peers ~~and increase the risk of dropping out of school,~~ short-term independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary, based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

The Superintendent or designee shall ensure that students participating in short-term independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

The Superintendent or designee shall ensure that a written agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, and before signing a written agreement as described below in "Independent Study Agreement," the district may conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in short-term independent study. (Education Code 51747)

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Short-Term Independent Study Contract

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A written agreement shall be developed and implemented for each student participating in short-term independent study. (Education Code 46300, 51747)

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For student participation of 14 school days or fewer, a signed written agreement may be obtained at any time during the school year in which the short-term independent study program takes place. (Education Code 46300, 51747)

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The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

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The short-term independent study agreement for each participating student also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

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1. The manner, time, frequency, and place for submitting the student's assignments

2. The objectives and methods of study for the student's work and the methods used to evaluate that work

3. The specific resources that will be made available to the student, including materials and devices adequate to complete assigned work

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4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion and the level of satisfactory educational progress

5. The duration of the short-term independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement

6. A statement of attendance credit to be earned by the student upon completion

7. A statement detailing the academic and other supports that will be provided to address the needs of students who need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports

8. A statement that short-term independent study is an educational alternative and no student may be required to participate

9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that short term independent study may be provided only if the student is offered the alternative of classroom instruction

- All learning agreements shall be signed by the student, the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of short-term independent study, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. The learning agreement shall be signed at any time during the school year in which the short-term independent study program is to take place. (Education Code 51747)

- For purposes of the above paragraph, caregiver means a person who has met the requirements of Family Code 6550-6552.

- Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

- The parent/guardian's signature on the agreement shall constitute permission for the student to participate in short-term independent study.

Student-Parent-Educator Conferences

- A student-parent-educator conference may be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to or after a short term independent study. (Education Code 51745.5, 51747, 51749.5)

Records

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The Superintendent or designee shall ensure that records are maintained for audit purposes.

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These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

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1. A copy of the Board policy, administrative regulation, and other procedures related to short-term independent study

2. A listing of the students, by grade level, program, and school, who have participated in short-term independent study, along with the units of the curriculum attempted and completed by students in grades K-8

3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher

4. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the short-term independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300

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Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

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.

<u>State</u>	<u>Description</u>
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<u>5 CCR 11700-11705</u>	<u>Independent study</u>
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<u>Ed. Code 17289</u>	<u>Exemption for facilities</u>
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<u>Ed. Code 41020</u>	<u>Requirement for annual audit</u>
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<u>Ed. Code 41422</u>	<u>Emergency conditions and apportionments</u>
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<u>Ed. Code 42238</u>	<u>Revenue limits</u>
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<u>Ed. Code 42238.05</u>	<u>Local control funding formula; average daily attendance</u>
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<u>Ed. Code 44865</u>	<u>Qualifications for independent study teachers</u>
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<u>Ed. Code 46100</u>	<u>Length of school day</u>
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<u>Ed. Code 46200-46208</u>	<u>Incentives for longer instructional day and year</u>
<u>Ed. Code 46300-46307.1</u>	

<u>Methods of computing average daily attendance</u>	<u>Ed. Code 46390-46393</u>
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<u>Emergency average daily attendance</u>	
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<u>Ed. Code 46600</u>	<u>Interdistrict attendance computation</u>
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<u>Ed. Code 48204</u>	<u>Residency requirements for school attendance</u>
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<u>Ed. Code 48206.3</u>	<u>Home or hospital instruction; students with temporary disabilities</u>
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<u>Ed. Code 48220</u>	<u>Classes of children exempted</u>
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<u>Ed. Code 48340</u>	<u>Improvement of pupil attendance</u>
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<u>Ed. Code 48915</u>	<u>Expulsion; particular circumstances</u>
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<u>Ed. Code 48916.1</u>	<u>Educational program requirements for expelled students</u>
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<u>Ed. Code 48917</u>	<u>Suspension of expulsion order</u>
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<u>Ed. Code 49010</u>	<u>Educational activity; definition</u>
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<u>Ed. Code 49011</u>	<u>Student fees; definition</u>
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<u>Ed. Code 49501.5</u>	<u>School Meals</u>
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<u>Ed. Code 51225.3</u>	<u>High school graduation requirements</u>
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<u>Ed. Code 51744-51749.6</u>	<u>Independent study</u>
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<u>Ed. Code 52060</u>	<u>Local control and accountability plan</u>
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<u>Ed. Code 52523</u>	<u>Adult education as supplement to high school curriculum; criteria</u>
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<u>Ed. Code 56026</u>	<u>Individual with exceptional needs; definition</u>
<u>Ed. Code 58500-58512</u>	

<u>Alternative schools and programs of choice</u>	<u>Fam. Code 6550-6552</u>
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Caregivers

<u>Federal</u>	<u>Description</u>
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<u>20 USC 6311</u>	<u>State plan</u>
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<u>Management Resources</u>	<u>Description</u>
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California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

California Department of Education Publication

[Legal Requirements for Independent Study Conducting Individualized](#)

[Determinations of Need](#)

[California Digital Learning Integration and Standards Guidance, May 2021](#)

[Elements of Exemplary Independent Study](#)

[Court Decision](#) [Modesto City Schools v. Education](#)
[Audits Appeal Panel \(2004\) 123 Cal.App.4th 1365](#)

[Education Audit Appeals Panel Publication](#)

[Guide for Annual Audits of K-12 Local Education Agencies and State Compliance](#)
[Reporting](#)

[Website](#) [CSBA District and County Office of](#)
[Education Legal Services](#)

[Website](#) [California Consortium for Independent Study](#)

[Website](#) [California Department of Education,](#)
[Independent Study](#)

[Website](#) [Education Audit Appeals Panel](#)

[Cross References](#) -

[Code](#) [Description](#)

[0410](#) [Nondiscrimination In District Programs And](#)
[Activities](#)

[0420.4](#) [Charter School Authorization](#)

<u>0420.4</u>	<u>Charter School Authorization</u>
<u>0450</u>	<u>Comprehensive Safety Plan</u>
<u>0450</u>	<u>Comprehensive Safety Plan</u>
<u>0500</u>	<u>Accountability</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3260</u>	<u>Fees And Charges</u>
<u>3516.5</u>	<u>Emergency Schedules</u>
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<u>4112.2</u>	<u>Certification</u>
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<u>5113.1</u>	<u>Chronic Absence And Truancy</u>
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<u>5145.6</u>	<u>Parent/Guardian Notifications</u>
<u>5145.6-E(1)</u>	<u>Parent/Guardian Notifications</u>
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<u>6000</u>	<u>Concepts And Roles</u>
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<u>6112</u>	<u>School Day</u>
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<u>6185</u>	<u>Community Day School</u>
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