

## INDEPENDENT STUDY GUIDELINES

Adopted Board policies and agreements that are compliant with current laws are a requisite of state apportionment.

A supervising teacher is assigned to oversee, assist, and evaluate each pupil's course of study

- Cannot be principal, counselor or other non-teacher.
- Cannot be each course teacher at the secondary level (they are *Other Person Responsible*).
- May be classroom teacher at the elementary level.

Agreements, academic assignments, and attendance accounting records must be maintained in accordance with current laws.

Independent Study is strictly voluntary.

The state stipulates limits on funding

- 5 consecutive schoolday minimum (not applicable to charter schools)
- One semester maximum per independent study agreement

A new agreement must be signed and dated by all required parties on or before the subsequent term.

Students with an IEP cannot be placed on Independent Study unless the IEP so authorizes this placement setting.

### Sample Roles and Responsibilities

Principal

- Maintaining legal compliance
- Approving pupil placement
- Written notification to Independent Study teacher of placement

IS supervising teacher

- Meeting with pupil & parent(s)
- Obtaining assignments from classroom teachers
  - Making assignments if classroom teacher fails to provide
- Ensuring master agreement is properly completed
  - Legally required signatures & dates
  - Pupil, parent and IS teacher, other responsible person(s)
- Maintaining accurate records
- Determining apportionment days
- Signature (or initial) and date on face of original work product samples and apportionment records
  - Evidence of "personal review"
  - Condition of state funding

#### Classroom teacher

- Provides assignments equivalent in quantity and quality to regular classroom to supervising Independent Study teacher.
- Grades completed work
- Within 5 days of pupil's return, submits original work product and grade to supervising Independent Study teacher

#### Independent Study attendance staff

- Records the student's attendance absence records as NC (non-apportionment) to agree with the authorized days shown on agreement
- Changes only those NC days to AP (apportionment) based on supervising teacher's records

### **Legal Compliance**

#### Student work samples

- An original representative sample of the student work products must be kept with the IS Agreement in the student's IS file.
- Student work samples must bear evidence that the supervising teacher has personally evaluated the pupil's work product(s), or reviewed the evaluations made by other teachers, for both academic and apportionment credit.
- The supervising teacher must sign or initial, date, and make other notations as needed on the face of the original work product sample.

#### Time value (apportionment credit)

- It is the opinion of the Legal Office of CDE that apportionment credit cannot be claimed unless the assigned supervising teacher has personally reviewed and evaluated the time value (apportionment credit) of each pupils or adult educations student's work products. (E.C. 51747.5(b), 51747(c)(8), 51747.5(a)).

#### Record retention

- Retain for three years (until 3<sup>rd</sup> July following completion of audit):
  - Copy of the adopted school board policy and regulations
  - Attendance register or computer generated report that clearly separates IS from other attendance records
  - A list of all IS students showing credits attempted and awarded per agreement and a record of attendance
- A file for each IS pupil containing:
  - Master Agreement and Student Work Assignment Record
  - Representative (original) samples of completed student work that has been evaluated, signed and dated by supervising IS teacher
  - A record of grades, apportionment credit, and other evaluations of IS assignments
- Ensure sample work product(s) bear evidence (signature or initial and date) of the supervising teacher's personal evaluation of pupil's work.