



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6158
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Instruction

Independent Study

1. Purpose and Scope

To provide rules and regulations that allow students an additional option for the pursuit of educational goals through Independent Study.

2. Regulations

The following regulations will apply:

A. Supervision

The Superintendent or his/her designee will ensure that the Independent Study Program complies with state regulations as well as board policies and administrative regulations. This compliance includes:

- (1) Completion of written agreements for all Independent Study students.
- (2) Placement of Independent Study credits on the student's permanent record.
- (3) Supervision of Independent Study certificated and classified staff.
- (4) Completion of required records and reports.
- (5) Maintenance and monitoring of Independent Study files and records.

B. Teaching

Assignments of Independent Study teachers will be made by the program administrator. As part of their responsibilities, teachers will:

- (1) Complete appropriate portions of the master agreement.
- (2) Supervise and approve course work

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- (3) Sign and complete the agreement when assignments are finished or the student is dropped from Independent Study.
- (4) Maintain any required records and files.
- (5) Determine and assign grades and submit the student evaluations following established district procedures.

C. Student Eligibility

Independent Study is an optional alternative available to students on a voluntary basis in response to their needs, interests, aptitudes and abilities pursuant to Huntington Beach Union High School District School Board Policy. It is equivalent in quality to classroom instruction and curriculum. No pupil may be required to participate. Instruction may be provided to the student through Independent Study only if the student is offered the alternative of classroom instruction. In order to be eligible for Independent Study there must be evidence that the student can work independently and that there is an indication that the student will work to complete the program as assigned.

D. Enrollment

- (1) Evaluation of requests from students for approval to enroll in the Independent Study Program must be made on an individual basis. Transfers are facilitated by the student's comprehensive high school or other appropriate educational institution to Alternative Education. All transfers must follow the established procedures and are considered on an individual basis. All transfers are screened by the Huntington Beach Union High School District Alternative Education's Admission and Discharge Committee or the Independent Study administrator.

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- (2) A written Independent Study agreement shall be executed for each participating student prior to the commencement of Independent Study. The Independent Study agreement for a student must require and cover a study plan that represents not less than the equivalent of a regular school day for the student's grade level for every school day covered by the agreement and shall include:
- (a) A statement of the student's educational needs.
 - (b) The duration of the agreement including the beginning and ending dates for the pupil's participation.
 - (c) The maximum length of time, in days or weeks, allowed between the assignment and the completion of the assignment of the student.
 - (d) The number of course credits to be earned by the student if the objective is reached and a statement of the accomplishment with which the student will be credited when the objective is reached.
 - (e) The title and statement of the major objectives of the course of study covered by the agreement.
 - (f) The method(s) by which achievement of objectives and competencies will be evaluated.
 - (g) The manner, frequency, time and place of reporting student progress.
 - (h) The specific resources, including materials and personnel that are available to the student.
 - (i) The signatures of the student, student's parent or guardian, certified person supervising the program, and any person who has direct responsibility to provide instructional assistance to the student.

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E. Records

Records for students will be maintained at the school. Records shall include, but not be limited to:

- (1) A copy of the district policy, administrative regulations and procedures pertaining to Independent Study.
- (2) A file of agreements
- (3) A list of all students who have participated or are currently participating in an Independent Study Program which shows credits attempted by and awarded to each student per agreement and a record of the student's attendance per Independent Study Program rules.
- (4) An attendance register separate from the register(s) used for regular classroom attendance, in which attendance is recorded on the basis of approved positive attendance accounting procedures.
- (5) A record of grades and other evaluations issued to each student.
- (6) Representative samples of each student's work.

The Independent Study administrator shall certify Independent Study students for graduation providing they meet all the requirements.

F. ADA

The computation of ADA is made on the basis of the student's "product" i.e., study of academic work as assessed by a competent certificated teacher. Student hours of attendance (four hours equals one day of apportionment) are bubbled on attendance scanners weekly and entered in the computer. The record of attendance is extracted from the computer for the monthly ADA report. Permanent files are maintained at the Alternative Education site. The original ADA report is sent to the district accounting office.

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G. Student Privileges, Rights and Responsibilities

Program procedures will include appropriate strategies that increase student achievement as well as reduce and help prevent failures to meet the terms and conditions of the Independent Study agreement. These may include:

- (1) Written copy of student conduct.
- (2) Letter or phone call of concern to student and/or parent.
- (3) Special meeting with the teacher and/or administrator and parent or guardian if possible.
- (4) Placing the student on probation.
- (5) Increasing the amount of time the student is on campus.
- (6) Termination of the agreement and transfer to a more appropriate placement.

Independent Study (continued)

Legal Reference:

EDUCATION CODE

46300 Method of computing ADA

48340 Improvement of pupil attendance

51225 Requirements for High School Graduation and Diploma

51225.3 Requirements for High School Graduation and Diploma Commencing with the 1986-87 School Year

51745 et seq. Independent study programs

ADMINISTRATIVE CODE, TITLE 5

11700 Definitions (independent study)

11702 Standards for independent study; agreements

11703 Records

Regulation

approved: 1/13/87

Revised: 7/19/94