

The Board of Trustees recognizes its responsibility for the education of all-students in the school system. The Board authorizes the superintendent to establish independent study as an optional alternative instructional strategy by which all enrolled seventh grade through adult students may reach curricular objectives and fulfill graduation requirements of the regular classroom setting.

The primary purpose for independent study is to offer a means of individualizing the educational plans for students whose needs may be met through study outside the regular classroom setting. Independent study may be used by students who are motivated to achieve educationally as well as or better through this strategy than they would in the regular classroom.

No student shall be required to participate in independent study. Enrollment in independent study shall be continuously voluntary; a classroom option shall always be available.

The district shall provide appropriate existing services and resources to enable students to complete their independent study successfully and shall ensure the same access to all existing services and resources in the school in which the student is enrolled as is available to all other students in the district.

Students requesting independent study and their parents/guardians should recognize that independent study requires a major commitment by the student, assisted or supported as necessary by parents and others who may assist directly with instruction and self-discipline.

The maximum length of time that may elapse between the time an independent study assignment is made and the date by which the student must complete the assigned work will be 20 school days. If circumstances justify a longer time, the superintendent or designee may extend the maximum length of an assignment.

Three missed assignments will be allowed within the agreement period before an evaluation is conducted to determine whether it is in the best interest of the student to remain in independent study or whether the student should return to the traditional classroom.

A current written independent study agreement with all the required elements and components must be on file for each independent study student.

Independent study may be an appropriate option for students who expect to be absent from school for five or more consecutive days.

The superintendent or designee shall establish administrative regulations to implement independent study in accordance with the law.

**ADMINISTRATIVE REGULATIONS**

1. The district is to provide and ensure that:
  - a. The independent study option is substantially equivalent in quality and in quantity to traditional classroom instruction;
  - b. Independent study students have the same access to existing services and resources as are available to all other students in the school in which the independent study students are enrolled;
  - c. Students who engage in independent study have equal rights and privileges as the students who choose to continue in the traditional classroom or seat-time program;
  - d. Independent study curriculum meets district and state Content Standards to ensure students are prepared to successfully master mandated testing.
2. Grade 7 through 12 and adult students must be enrolled in the Anaheim Union High School District/Orange County Department of Education as a condition of participating in independent study.
3. No course required for high school graduation shall be offered exclusively through independent study. In other words, any course required for graduation must be offered in the classroom mode. Students may complete elective courses, even if there is currently no classroom equivalent, as long as that course has been Board approved.
4. For Grade 7 – 12 average daily attendance purposes, the independent study teacher-average daily attendance ratio must not exceed the baseline ratio for other instructional programs in the district. Note: A teacher-to-average daily attendance ratio cap does not apply to adult education. If the Anaheim Union High School District/Orange County Department of Education exceeds teacher-average daily attendance ratio, the Anaheim Union High School District/Orange County Department of Education will not receive the additional apportionment generated above that ratio.
5. Class size reduction funding is not available for any student enrolled in independent study.
6. Special education students (individuals with exceptional needs as defined in Education Code Section 56026) must have an Individual Educational Plan that allows independent study.
7. No funds or other resources of value that are not provided to other students in a school may be provided to independent study students.

8. To receive 7 – 12 apportionment funding, students who are age 19 or 20 must have been continuously enrolled in school since their 18<sup>th</sup> birthday and be making steady progress towards a high school diploma.
9. A certificated teacher of the Anaheim Union High School District, Orange County Department of Education, or Charter School must generally supervise, coordinate, and evaluate the work of each student engaged in independent study. Apportionment credit for independent study may be claimed only to the extent of the time value of student or student work products, as personally judged in each instance by a certificated teacher. No average daily attendance may be documented by any person(s) other than the certificated supervising teacher.
10. Students engaged in independent study must be residents of an Orange County district in which the apportionment claim is reported or officially reside in an adjacent county. No average daily attendance may be taken for other students. This rule does not apply to adult education students.
11. Any grade 7 – 12 student whose residence status is based solely on their parent/guardian/caregiver's employment within district boundaries may not be enrolled in full-time independent study.
12. No more than 10% of the average daily attendance of students participating in a continuation high school or opportunity class, program, or school may be engaged in independent study education.
  - a. Pregnant and/or parenting students are excluded from this limit.
  - b. The number of students is based on average daily attendance as reported on the J-18/19 P2 form.
  - c. If the district has two or more continuation or opportunity schools, each has its own average daily attendance cap.
13. No temporarily disabled student may use independent study as a means of instruction for Individual or Home and Hospital Instruction. In Home Hospital Instruction, the Anaheim Union High School District may claim one day of average daily attendance credit to a limit of five in a five-day week for each hour of teacher seat-time instruction. A school cannot provide five hours of independent study and receive five days of apportionment via Home and Hospital Instruction. However, if student/parents/guardians and district agree, the student may receive instruction through the home school's independent study program as an alternative to Home and Hospital Instruction. Inter-district transfers are required if the hospital is out of district.

14. Independent study students must be assigned a full day's worth of work equivalent to that which they would have been assigned if they had been in a classroom setting. Students should be assigned more than the minimum number of minutes/hours of work in order to meet academic requirements and progress/graduate on schedule. However, the minutes/hours listed below reflect the minimum:

Type of Program	Apportionment only
Grades 4 – 8	240 minutes per day
Grades 9 – 12	240 minutes per day
Continuation/Opportunity	15 hours per week
Adult	15 hours per week

The minimum day applicable to the student is the minimum day for the program in which the student is enrolled (e.g. 240 minutes for regular high schools). A Charter School is not subject to minimum daily instructional minutes; instead it is by year.

15. Independent study may be an appropriate option for students who expect to be absent from school for five or more consecutive days. This does not apply to a Charter School.

16. Independent study teachers must adhere to the district grading policy.

#### Legal References

California Education Code Sections 11700 (b) (c), 11701.5, 11703 (b) (3), 35010 (b), 46112, 46113, 46114, 46117, 46118, 46141, 46142, 46145, 46147, 46170, 46300.1, 46300.2, 46300.6, 46300.7, 47612.5 (a) (b), 48204 (b), 48206.3, 48400, 51745 (b) (c) (d) (e), 51745.6, 51746, 51747 (a) (b) (c), 51747.3 (a) (b) (c), 51747.5, 52123

#### Board of Trustees

October 9, 1980

Revised: May 12, 1986

Revised: March 8, 1990

Revised: February 1993

Revised: July 1995

Revised: May 1998

Revised: March 2000

Revised: January 2005

Revised: February, 2009

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