



## **Chico Unified School District**

1163 East Seventh Street, Chico, CA 95928-5999  
(530) 891-3000

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## **INDEPENDENT STUDY**

### **Definitions**

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in-person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in-person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by a teacher(s) of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for traditional independent study. (Education Code 51745.5)

### **Educational Opportunities**

Educational opportunities offered through independent study may include, but are not limited to: (Education Code 51745)

1. Special assignments extending the content of regular courses of instruction
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Continuing and special study during travel
4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
5. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

In addition, when requested by a parent/guardian due to an emergency or illness, independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes.

No course required for high school graduation shall be offered exclusively through independent study. (Education Code 51745)

### **Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom

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instruction to enable participating students 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 other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)

Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

The district shall not provide independent study students and their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians. Providing access to Internet connectivity and district-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### **Eligibility for Independent Study**

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

The Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code 48204. (Education Code 46300.2, 51747.3)

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through independent study. (Education Code 51745)

Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program shall be enrolled in independent study. (Education Code 51745)

### **Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by

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the student to meet the terms of the student's written agreement. The following supportive strategies may be used:

1. A phone call to the student and/or parent/guardian
2. A meeting between the student and the teacher and/or counselor
3. A meeting between the student and the independent study administrator, including the parent/guardian if appropriate
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether independent study is in the student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5; 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

### **Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

### **Assignment and Responsibilities of Independent Study Teachers**

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

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The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with item #4 in the section on "Records" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student, including time that the student engaged in asynchronous instruction
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

### **Mid-semester Intradistrict Transfers from the Comprehensive High schools to Independent Study**

#### **Definitions**

A Hybrid student is a student who is enrolled in a minimum of at least five periods in a CUSD independent study program or school and that is enrolled in at least one class in a CUSD comprehensive high school.

#### **Transfer Process from Comprehensive site to Independent Study**

1. Communication between counselors at the comprehensive sites and Independent Study must take place prior to the new enrollment. This ensures a supportive transfer and clarity about what is available should a hybrid schedule be preferred.
  - School site receiving referral will initiate counselor contact between school sites
2. Any mid-semester transfers are recommended at the end of a grading period. The grading periods are posted and shared at the beginning of each school year.
3. Transfers during the first grading period of the semester from a comprehensive site means a student forfeits their spot in any on-campus classes. If possible, hybrid schedules can be honored and maintained

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but only at the discretion of the comprehensive site. The maximum number of in-person classes allowed in a hybrid schedule is two. Credits for all classes must remain at or below the 40 credit threshold.

4. The counselor and/or registrar at the comprehensive site will be responsible for dropping the student's comprehensive site classes.
5. Mid-semester transfers are not recommended and are disruptive to a student's learning and final transcript. Unless there is a medical reason or extenuating circumstances, students may be required to wait until the end of the semester to transfer.

### Fulltime Independent Study Students taking Classes at the Comprehensive High Schools

1. Independent study students wanting to take classes at the comprehensive school sites are not guaranteed classes. Any selections are determined based on availability and space per the discretion of the comprehensive site. No more than 2 classes can be taken per semester.
2. Students will not exceed 40 semester credits per semester in an independent study format for the purposes of acceleration and early graduation without prior approval and signatures from a district representative on the early graduation application.

*\*If a student requests more than two classes or requests to exceed 40 credits per semester, approval is at the discretion of the principal at the comprehensive site.*

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**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.

State	Description
5 CCR 11700-11705	<u><a href="#">Independent study</a></u>
Ed. Code 147610-47615	<u><a href="#">Charter School Operation</a></u>
Ed. Code 17289	<u><a href="#">Exemption for facilities</a></u>
Ed. Code 41020	<u><a href="#">Requirement for annual audit</a></u>
Ed. Code 41422	<u><a href="#">Emergency conditions and apportionments</a></u>
Ed. Code 42238	<u><a href="#">Revenue limits</a></u>
Ed. Code 42238.05	<u><a href="#">Local control funding formula; average daily attendance</a></u>
Ed. Code 44865	<u><a href="#">Qualifications for independent study teachers</a></u>

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Ed. Code 46100	<u>Length of school day</u>
Ed. Code 46200-46208	<u>Incentives for longer instructional day and year</u>
Ed. Code 46300-46307.1	<u>Methods of computing average daily attendance</u>
Ed. Code 46390-46393	<u>Emergency average daily attendance</u>
Ed. Code 46600	<u>Interdistrict attendance computation</u>
Ed. Code 47612.5	<u>Charter schools operations; general requirements</u>
Ed. Code 48204	<u>Residency requirements for school attendance</u>
Ed. Code 48206.3	<u>Home or hospital instruction; students with temporary disabilities</u>
Ed. Code 48220	<u>Classes of children exempted</u>
Ed. Code 48340	<u>Improvement of pupil attendance</u>
Ed. Code 48915	<u>Expulsion; particular circumstances</u>
Ed. Code 48916.1	<u>Educational program requirements for expelled students</u>
Ed. Code 48917	<u>Suspension of expulsion order</u>
Ed. Code 49010	<u>Educational activity; definition</u>
Ed. Code 49011	<u>Student fees; definition</u>
Ed. Code 49501.5	<u>School Meals</u>
Ed. Code 51225.3	<u>High school graduation requirements</u>
Ed. Code 51744-51749.6	<u>Independent study</u>
Ed. Code 52060	<u>Local control and accountability plan</u>
Ed. Code 52523	<u>Adult education as supplement to high school curriculum; criteria</u>
Ed. Code 56026	<u>Individual with exceptional needs; definition</u>
Ed. Code 58500-58512	<u>Alternative schools and programs of choice</u>
Fam. Code 6550-6552	<u>Caregivers</u>
Federal	Description
20 USC 6311	<u>State plan</u>
Management Resources	Description
California Department of Education Publication	<u>Legal Requirements for Independent Study</u>
California Department of Education Publication	<u>Conducting Individualized Determinations of Need</u>
California Department of Education Publication	<u>California Digital Learning Integration and Standards Guidance, May 2021</u>



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### Management Resources

### Description

California Department of  
Education Publication

[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

0450

Comprehensive Safety Plan

0500

Accountability

3260

Fees And Charges

3516.5

Emergency Schedules

3550

Food Service/Child Nutrition Program

3580

District Records

4112.2

Certification

4131

Staff Development

5111.1

District Residency

5112.3

Student Leave Of Absence

5113

Absences And Excuses

5113.1

Chronic Absence And Truancy

5121

Grades/Evaluation Of Student Achievement

5125

Student Records

5126

Awards For Achievement

5141.22

Infectious Diseases

5141.31

Immunizations

5144.1

Suspension And Expulsion/Due Process

5145.6

Parent/Guardian Notifications

5146

Married/Pregnant/Parenting Students

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<b>Code</b>	<b>Description</b>
5147	<i>Dropout Prevention</i>
6000	<i>Concepts And Roles</i>
6011	<i>Academic Standards</i>
6111	<i>School Calendar</i>
6112	<i>School Day</i>
6142.4	<i>Service Learning/Community Service Classes</i>
6143	<i>Courses Of Study</i>
6146.1	<i>High School Graduation Requirements</i>
6146.11	<i>Alternative Credits Toward Graduation</i>
6152	<i>Class Assignment</i>
6159	<i>Individualized Education Program</i>
6162.5	<i>Student Assessment</i>
6162.51	<i>State Academic Achievement Tests</i>
6164.5	<i>Student Success Teams</i>
6172	<i>Gifted And Talented Student Program</i>
6181	<i>Alternative Schools/Programs Of Choice</i>
6183	<i>Home And Hospital Instruction</i>
6184	<i>Continuation Education</i>
6185	<i>Community Day School</i>
6200	<i>Adult Education</i>