



Book	Board Policies and ARR's
Section	6000 Instruction
Title	Independent Study
Code	6158 ARR
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The Sacramento County Office of Education (SCOPE) shall offer independent study as a means of individualizing the educational plan for pupils whose needs may be best met through study outside the regular classroom. Participation in independent study is a voluntary option for pupils and parents or guardians. ~~For the 2021-2022 school year, SCOPE will notify parents and guardians of all enrolled pupils of their option to enroll their child in in-person or independent study instruction during the 2021-2022 school year. This notice shall be posted on the SCOPE's website, and shall include, at a minimum, information about the right to request a pupil-parent-educator conference before enrollment, pupil rights regarding procedures for enrolling, disenrolling, and reenrolling in independent study, and the instructional time, including synchronous and asynchronous learning, that a pupil will have access to as part of independent study. (Education Code 51747)~~

Upon the request of the parent or guardian of a pupil, SCOPE shall conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other meeting before the parent, guardian or pupil makes a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so. During the meeting, the pupil, parent, guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study. (Education Code 51747)

#### I. Content and Access

~~SCOPE's independent study program shall provide participating pupils with standards-aligned content substantially equivalent in quality and quantity to in-person instruction. For high school pupils, this shall include access to all courses offered by SCOPE for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria.~~

#### II. Written Agreements

A written agreement shall be developed and implemented for each pupil participating in independent study for three or more consecutive school days. **A signed written agreement shall be obtained before a pupil begins independent study if participation is for 15 school days or more. For pupil participation of less than 15**

**school days, a signed written agreement shall be obtained within ten school days of the first day of the pupil's enrollment. (Education Code 51747).** The agreement shall include, but not be limited to, all of the following **as required by law:**

- A. General pupil data, including the pupil's name, address, grade level, birth date, school of enrollment, and program placement.
- B. The manner, frequency, days, times, and places for submitting the pupil's completed assignments, or reporting his/her progress, and communicating with a pupil's parent or guardian regarding the pupil's academic progress.
- C. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
- D. The specific resources that will be made available to the pupil including materials and personnel, and access to internet connectivity and devices adequate to participate in the educational program and complete assigned work.
- E. An explanation of the expected level of satisfactory educational progress and the maximum length of time allowed between the time an independent study assignment is given and the date by which the pupil must submit the assigned work. The maximum time-frame for submission of assignments for all grade levels within SCOE programs shall be no more than **20 25 school** days. However, when necessary based upon the specific circumstances of the pupil'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. This extension of time must be approved by all parties in advance of the original assignment deadline and documented in writing within the independent study agreement.
- F. A statement that three (3) missed assignments will initiate an evaluation of whether the pupil should be permitted to continue in the independent study program.
- G. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement, with a maximum of one year.
- H. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion of the work assigned.
- I. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
- J. A statement that independent study is an optional educational alternative in which no pupil may be required to participate.
- K. In the case of a suspended or expelled pupil who is referred or assigned to the school, class, or program pursuant to Education Code 48915 or 48917, the agreement shall also include a statement that instruction may be provided to the pupil only if the pupil is offered the alternative of classroom instruction.
- L. Before the commencement of independent study, the agreement shall be signed and dated by the pupil, the pupil's parent, guardian, or caregiver if the pupil is under age 18 years, the certificated employee responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. However, for the 2021-2021 school year, SCOE shall obtain the signed agreement no later than 30 days after the first day of instruction: **Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the pupil, the pupil's parent/guardian or caregiver if the pupil is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for pupils with disabilities, the certificated employee designated as having responsibility for the special education programming of the pupil.**

A current, signed, written agreement must be maintained on file for each pupil participating in independent study. 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). The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically.

### III. Assignments and Evaluation

The maximum length of time allowed between the time an independent study assignment is given and the date by which the pupil must submit the assigned work shall be no more than ~~20~~ **25** school days in all grades levels and programs. However, when necessary based on the pupil's specific circumstances and program, the Superintendent or designee may allow for a longer period of time. An evaluation shall be conducted to determine whether it is in a pupil's best interest to remain in independent study whenever the pupil fails to make satisfactory educational progress and/or misses three assignments.

Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

- A. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and engagement specified in Education Code 52060
- B. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments
- C. Learning required concepts, as determined by the supervising teacher
- D. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the evaluation will be treated as a mandatory interim pupil record and maintained for a period of three years from the date of the evaluation. If a pupil transfers to another California public school, the record will be forwarded to that school.

### IV. Synchronous Instruction

The Superintendent or designee shall ensure that pupils participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

- A. For pupils in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
- B. For pupils in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
- C. For pupils in grades 9-12, opportunities for at least weekly synchronous instruction.

### V. Re-engagement Strategies

The Superintendent or designee shall ensure that procedures for tiered reengagement strategies are used for all pupils who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This requirement only applies to pupils participating in an independent study program for 15 school days or more. The procedures shall include, but are not limited to, all of the following: (Education Code 51747)

- A. Verification of current contact information for each enrolled pupil
- B. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
- C. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary
- D. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement and reconsider the independent study program's impact on the pupil's achievement and well-being.

The Superintendent or designee shall develop a plan to transition pupils whose families wish to return to in-person instruction from independent study expeditiously, and, in no case later, than five instructional days. This requirement only applies to pupils participating in an independent study program for 15 school days or more. (Education Code 51747)

## VI. Records

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

These records shall include those required by Education Code section 51748, California Code of Regulations, title 5, section 11703, other relevant laws, and any subsequent updates, including:

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study.
2. A listing of the pupils, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by pupils in grades K-8 and the course credits attempted by and awarded to pupils in grades 9-12 and adult education.
3. A file of all agreements, with representative samples of each pupil'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. As appropriate to the program in which the pupils are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of pupil work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.
5. Appropriate documentation of compliance with the teacher-pupil ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5).
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each pupil by a SCOE employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. (Education Code 51747.5)

SCOE shall document each pupil's participation in live interaction and 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. A pupil who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of pupil engagement, for each class, of all grades, assignments, and assessments for each pupil for independent study assignments. (Education Code 51747.5)

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

This administrative regulation applies to SCOE's independent study program as of July 1, 2022.

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### Legal Reference:

#### EDUCATION CODE

46300 et seq. Average Daily Attendance  
48915 Expulsion, Special Circumstances  
48917 Suspension of Order to Expel  
51745 et seq. Independent Study

