

## Independent Study Policy

The *Community School for Creative Education* governing board authorizes independent study a short-term instructional strategy (for no more than 20 school days) as an optional curriculum by which students may reach curriculum objectives and fulfill requirements. Written requests for independent study should be directed to the teacher and approved by the principal at least two weeks before the anticipated departure. Students are required to report to their teacher(s) and provide completed work as scheduled, within one week of return.

Permission to grant Independent Study is up to the discretion of the principal. If the student has been on Independent Study before and has not completed the work as assigned, it is up to the Administrator as to whether he she should be allowed to participate in the program again.

### Agreement

The *principal* or designee(s) shall ensure that a written independent study agreement exists for each student participating in independent study which includes, but is not limited to:

1. The manner, time, frequency, and place for submitting the pupils assignments and for reporting progress;
2. The objectives and methods of study for the pupil to work, and the method utilized to evaluate the pupil's work;
3. The specific resources including materials and personnel which will be made available to the pupil;
4. The maximum length of time allowed between the assignment and the completion of the assigned work;
5. The number of missed assignments which will be allowed before an evaluation is conducted to determine whether it is in the student's best interest to remain in independent study;
6. The duration of the independent study agreement, including beginning and ending dates for the pupil's participation;
7. A statement of the number of course credits or, for elementary grades, other measure of academic accomplishments appropriate to the agreement to be earned by the pupil upon completion; and

8. The statement that independent study is an optional education alternative in which no pupil may be required to participate.

The *principal* or designee(s) shall ensure educational opportunities offered through independent study include, but are not limited to, the following:

1. Special assignments extending the content of regular courses and instruction;
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum;
3. Individualized alternative education designed to teach the knowledge and skills of the core curriculum;
4. Continuing and special study during travel;
5. Volunteer community service activities that support and strengthen pupil achievement.

The *principal* or designee(s) shall ensure that one month is the maximum length of time which may elapse between the time an independent study assignment is made and the date by which the student must complete the assigned work.

The *principal* or designee(s) shall ensure that students who participate in independent study shall have access to the same services and resources of the local education agency in which they are enrolled, as is available to other students enrolled and attending the local education agency.

Independent study shall not: (1) be provided as an alternative curriculum.

### **Students with Exceptional Needs**

No individual with exceptional needs may participate in independent study unless specified in the student's independent education program (IEP).

**Board Approved: October 28, 2015**

**INDEPENDENT STUDY WRITTEN AGREEMENT**

Student name:	Student #:	Grade level:
Address:	Age:	Birth date:
City:	Zip code:	Phone #:
Duration of agreement:	Beginning date:	Ending date:

**Objectives, Methods of Study, Methods of Evaluation, and Resources:** We understand that the student is to complete the assigned work attached, and that subject/course objectives reflect the curriculum adopted by CSCE governing board and are consistent with CSCE standards. The specific objectives, methods of study, methods of evaluation, and resources for each assignment covered by this agreement will be described in subsequent pages, which are part of this agreement. The independent study option is to be equivalent in quality and quantity to classroom instruction.

**Classwork listed here and also to be included (please attach work to a copy of this agreement)**

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**Reporting:** We understand that students are required to report to their teacher(s) and provide all of completed work as scheduled within one week of return. All work must be completed satisfactorily in order to earn credit for the days indicated in the independent study contract.

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

**Assignments:** We understand that according CSCE's policy for grades the maximum length of time allowed between the assignment and the date the assignment is due is one school week.

**Voluntary Statement:** We understand that independent study is an optional educational alternative that students and families voluntarily select and they must have the continuing option of returning to the classroom.

**Quality and Quantity; Rights and Privileges; Resources and Services:**

We have read and understand the terms of this agreement, and agree to all the provisions.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Principal or designee: \_\_\_\_\_ Date: \_\_\_\_\_

**Legal References**

California Education Code Section 48206

California Education Code Section 56026

California Education Code Section 51747-51749

California Education Code Section 51225

**Adopted** (Date)