

Guidelines for Developing a School District and County Office of Education Board Policy

This sample board policy is an example only and does not constitute legal advice. The information contained in it is that which is required by law, but it is a general policy. Districts and County Offices of Education (COE) are urged to tailor this sample to reflect the practices and procedures practiced in their independent study schools/programs and to consult District/COE legal counsel and/or auditors regarding the policy once it is amended.

Charter Schools must comply with independent study (I.S.) law as set forth in Article 5 of the Education Code (EC). Charter Schools are urged to consult the EC, the Audit Guide 19850, and Appendices J of this compliance guide prior to drafting board policies.

Pursuant to Education Code Section 51747 and Title 5 California Code of Regulations Section 11701, the Governing Board of Name of District/COE shall establish independent study as a continuously voluntary optional alternative instructional strategy for students in grades _____ through _____ (*highest grade level or adult education*).

(For Charters only)

Charter schools must comply with Independent Study law as set forth in Article 5 of the Education Code. Read regulations in Audit Guide 19850.

The Governing Board has established the maximum length of time, by grade level and type of program, which may elapse between the time an independent study assignment is given and required to be completed by the student as follows:

K-3	one/two weeks*
Grades 4-8	one/two/three/four weeks*
Grades 9-12	one/two/three/four weeks*
Continuation/Opportunity	15 hours per week*
Adult Education	15 hours per week*

***Note:** The length of time of assignments is not mandated by law. The numbers of days/weeks listed above are just examples. Students have different academic skill levels and needs. Therefore, assignments in each grade level may be the same or vary based on those skills and levels and needs. This is an area that must be tailored to reflect individual Districts/COEs.

When circumstances justify a longer period of time, the Superintendent or designee may extend the maximum length of an assignment to _____(*specify the exact number of days/week*).

When a student fails to attend or complete *specify **the exact number of assignments*** in one semester, the Superintendent or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study. A written record of the outcome of this evaluation shall be retained for three years excluding the current fiscal year. If the student transfers to another California school, the evaluation must accompany the student's records.

A **current written I.S. Agreement** with all the required elements and components must be on file for each I.S. student.

The Superintendent or designee shall establish Administrative Rules and Regulations to implement independent study in accordance with the law.

Approval Date: _____

Revision Date: _____