

# Downey Unified School District

## INSTRUCTION

### INDEPENDENT STUDY

AR 3153

Students in grades K-12 may be placed on an independent study program on the basis of a voluntary written agreement signed by the student, the student's parent/guardian or caregiver, and the principal/co-administrator of the school. Action of the Board of Education to suspend the expulsion of a student may include independent study if another alternative program is also suggested.

1. Independent study programs are designed primarily for the elementary (extended absences), middle and high school students. After each school semester, a new independent study agreement must be obtained by the student or parent from the home school to continue in the program.
2. The number of students authorized to participate in the regular independent study program at any one time shall not exceed three percent of the enrollment in Grades K - 12 excluding Columbus High School. No more than ten percent of the students attending the continuation high school shall be eligible for the independent study program at any one time.
3. Students will be referred to the principal by means of a written request for services including a description of the student's educational needs prepared by the student's counselor or teacher.
4. Upon approval of the student for independent study by the principal, the Director, Alternative Education, will coordinate the assignment of instructional time, the development of written agreements, and the maintenance of records.
5. An individual educational agreement for the student shall be developed, agreed upon, and signed by the student, the parent/guardian or caregiver, and the supervising teacher prior to the commencement of independent study.
6. The individual educational agreement shall represent the equivalent of a minimum school day. It is not necessary for the student to have teacher contact every day; however, the credits earned shall be related to the amount of student time required to fulfill the educational objectives. The educational plan shall include
  - a. A statement of learning needs.
  - b. A statement of student objectives.
  - c. A description of materials and activities to be utilized in meeting the objectives including that the student will have access to all available resources provided by the District.

Downey Unified School District

INSTRUCTION

INDEPENDENT STUDY - continued

AR 3153

- d. The manner in which objectives will be evaluated.
  - e. The length of time the agreement plan will be in effect.
  - f. The manner, time, and place of reporting progress to the Director, Alternative Education.
  - g. The maximum length of time which may elapse between the time an independent study assignment is made and the time by which the student must complete the assigned work.
  - h. The number of missed assignments which will be allowed before an informal evaluation is conducted to determine if it is in the best interests of the student to remain in the independent study program.
7. An Independent Study records file, including a copy of each educational plan, shall be maintained in the Alternative Education office.
- The file shall be organized in such a manner that the names of students, credits attempted, credits granted, and the number of students completing agreements are easily obtainable.
8. If the terms of the agreement are not maintained by the student and/or parents, the student may be terminated from the independent study program. Such action will be recommended to the Director, Alternative Education.
  9. The supervising teacher will submit to the Director, Alternative Education, a monthly time report, a student Work Assignment Record with a random sample of the student's completed work, and an Attendance Credit Report.

Approved: 9/17/79, 2/6/90, 3/2/93, 2/6/96, 11/4/97, 10/2/98, 11/3/98