

# *Independent Study*



# Policy Manual 2018-2019

# TABLE OF CONTENTS

Program Description & Options.....	3
Terms & Definitions.....	5
Enrolling.....	6
Special Education Services & Case Management.....	9
Grading.....	10
I.S. Policy, Procedures & Expectations.....	11
Curriculum & Delivery.....	13
College Entrance Requirements, SBAC/Common Core.....	15
Process for Dropping a Student From I.S. ....	16
Board Policy	
Independent Study.....	19
Home and Hospital.....	26
Appendix A – Request for Full-Time Independent Study.....	31
Appendix B – Master Agreement.....	32
Appendix C – Independent Study Status Report .....	33
Appendix D - Return From Independent Study.....	34
Appendix E –Grade Report.....	35
Appendix F – Drop/Grade Form.....	36
Appendix G – Schedule Change Form.....	37
Appendix H – Home and Hospital Considerations.....	38
Appendix I – Home and Hospital Referral Form.....	39
Appendix J – Independent Study Courses Offered by NHUHSD.....	40
Appendix K - Expectations.....	42
Appendix L - Infraction Process.....	43
Appendix M - Attendance Procedures.....	44

## PROGRAM DESCRIPTION and OPTIONS

**Independent Study** is a program which offers a means of individualizing the educational program for students whose needs may be better met through study outside the regular instructional program offered by the traditional high school. This is a positive and productive alternative to continue or complete a high school education. Independent Study allows students to pursue their educational opportunities outside the classroom, yet within the framework of the educational requirements of the Northern Humboldt Union High School District (NHUHSD).

### **Mission Statement:**

*The mission of Northern Humboldt Union High School District Independent Study is to create an alternative educational setting that facilitates a positive and supportive, quality education. The staff is committed to providing an academically comprehensive curriculum which is supportive of the diverse individual needs, goals, and learning styles of all students. The school relies on a learning environment of independent study, which allows students to take ownership in the process of achieving their educational goals and functioning productively in the working world, in further academic settings, and in their personal lives.*

### **The Learning Center**

The Learning Center is located at the south end of the District Office. The classroom is equipped with a full computer lab, necessary textbooks, and instructional materials. The Lab is a quiet space IS teachers can utilize for prep and weekly student meetings, and students can utilize to receive assistance and work on their weekly lessons. Learning Center staff may be reached by calling (707) 839-6233. IS student drop in hours are subject to change, so students should check with the IS staff regarding when the lab is open for independent use.

### **Independent Study Program Options**

There are three primary options of Independent Study in the NHUHSD: Full-Time, Short-Term, and Home and Hospital. Each option serves a specific purpose with enrollment being voluntary and ultimately approved by the school site administration. Attendance is based on a student's completed work and not on traditional "seat time." Therefore, each student must be motivated to study on his or her own independently and complete all assignments. These are essential components for a student's progress and educational success.

### **Full-Time Independent Study**

Students selecting to use independent study as their primary source for completing high school must be enrolled in the I.S. program for a **minimum of four periods**. Full-time students are required to meet with their assigned teacher a minimum of one hour per week. Students who are currently enrolled in one of the District high schools must receive approval from their respective site administration to be referred to full-time I.S. (see Appendix A for enrollment form). Students outside of our District would meet with site administration to discuss enrollment options and program services. NHUHSD will utilize numerous options to assist students in meeting their graduation requirements and prepare for life outside of high school. Curriculum will be coordinated and assigned through one primary teacher who, in consultation with other I.S. teaching staff, will strive to meet the needs of each individual student.

### **Short-Term Independent Study**

High schools within the Northern Humboldt Union High School District (NHUHSD) may utilize short-term Independent Study (I.S.) to meet a variety of student needs and situations that require the student to be absent from school for a minimum of five consecutive school days. The purpose of short-term I.S. is to maintain regular school attendance for a student who may be absent due to emergencies, vacation, illness or other extenuating circumstances to ensure that the student is able to maintain academic progress in his/her regular classes.

Short-term I.S. must be pre-approved by the school site administration with a period of time being no less than five consecutive days of school to a maximum length of one semester. Each school site must develop its own procedure for the administration of short-term I.S., and should take into account the pre-approval process, method for gathering assignments from teachers, process for validating work completed by each student, and method for tracking attendance once final work is complete and turned in by the student. In order for a student to use short-term I.S. a parent/guardian must request, receive approval, and sign the request document agreeing to terms and conditions of the program five (5) school days prior to the anticipated absence (see Appendix B).

### **Home and Hospital**

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. This instruction applies to students incurring a physical, mental, or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3)

In order for a student to receive home and hospital designation and services, the student's parent/guardian must first request a placement by completing a request form (Appendix H) that includes a doctor's note. The School Nurse and site Assistant Principal will review in consultation with the Independent Study Coordinator to determine if placement is appropriate. If Home and Hospital is selected, a teacher from the I.S. program will be assigned and begin coordinating services.

The District shall offer at least one hour of instruction for every day of instruction offered by the District in the regular education program (5 hours per week). No student shall be credited with more than five days of attendance per calendar week or credited with more than the total number of calendar days that regular classes are offered by the District in any fiscal year. (Education Code 48200, 48206.3)

The Home and Hospital teacher will consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program. The regular school teacher will remain the authorized teacher for calculating grades for the student. Please review "Home and Hospital Program Considerations" in the appendix for more details concerning this program.

## **WORK EXPERIENCE**

Northern Humboldt Union High School District students can earn work experience credit through Independent Study. Students must obtain a work permit in order to work and receive work experience credit. In addition to “on-the-job” hours, students are required to complete online curriculum that covers career/work related skills, employers are involved in the process, and the teacher must visit the workplace. Grading is based on the weekly hour report, the online curriculum, and the employer evaluation. Independent Study Instructors can assist students through this process.

## **TERMS & DEFINITIONS**

The following terms and definitions are listed to help establish a common understanding the various aspects that make up the entire Independent Study program.

**Full-time Independent Study:** Enrolled in four or more periods of I.S. and is managed by an Independent Study teacher who reports to the student’s school of record regarding credits and grades.

**Part-time Independent Study:** Enrolled in two or less periods of I.S. and is managed by the student’s school of record (AHS, MHS or SRCHS).

**Concurrent Enrollment:** Student taking one, two or three I.S. classes on top of a full schedule at AHS, MHS or SRCHS as a way to make up credits in order to graduate. Student is managed by school of record (MHS, AHS or SRCHS).

**Average Daily Attendance (ADA):** The state of California funds school districts based on student attendance, also known as Average Daily Attendance (ADA), at school. ADA is calculated by dividing the total number of days of *student attendance* by the number of *days of school taught* during the same period. For Independent Study this is calculated by adding the total number of hours of work a student completed each week (20 hours maximum) and calculating that against the total number of days in a given period of time.

**P-1/P-2/P-3:** Various attendance time periods during the course of the year in which Average Daily Attendance (ADA) is calculated and reported to the District.

**Online Curriculum:** The NHUHSD utilizes online curriculum as a method for delivering content in subject areas necessary for graduation and college admission. Curriculum meets standards set for the state of California and can be differentiated to meet a wide variety of student needs.

**Traditional Curriculum:** The NHUHSD has historically utilized a more traditional, textbook oriented approach to Independent Study. This source for curriculum may continue to be utilized as students needs and interest dictate.

# ENROLLING

## **The process for enrolling a student currently attending a school within the NHUHSD is as follows:**

Student and parent meet with their respective school's designated administrator to discuss the possibility of transferring into Independent Study. There are various factors that may lead to a referral to I.S. which may include the following: family emergency or extenuating circumstances, financial needs or circumstances, physical or mental illness, uncontrollable life situation limiting the student's ability to attend school on a regular basis, or as part of an effort of the family to home school their child. Students expelled from one of the schools in the NHUHSD may also elect to participate in the I.S. program as a way to continue their enrollment in the District.

If the request for Independent Study is granted, the school's administrative designee will complete the Enrollment Form (Appendix A) and send to the I.S. Coordinator. Actual signatures are required by both the school administrator and parent requesting the program. A phone or email confirmation that a student has been referred is encouraged as a follow-up to this process and should be sent to the I.S. Coordinator. It is critical that all components of the form be adequately filled out and that the following attachments are included with the initial referral:

- Transcripts
- Recommended Schedule for Independent Study
- Credit Analysis (9-12 grade)
- Special Ed Case Carrier (if applicable)
- A copy of the student's most recent IEP or 504 (if applicable)
- Drop Grades and Partial Credit earned for each class (need within 10 days of transition)
- Rationale for Expulsion (if applicable)

Once the Independent Study Coordinator receives a complete Enrollment Form, an I.S. teacher will be assigned to the student. The I.S. teacher will schedule an intake meeting with the student and parent/guardian, sign a Master Agreement, and give first assignments. A weekly meeting date and time will be established and agreed upon by the I.S. teacher, student, and parent/guardian. A copy of the Master Agreement will be returned to the A.P. Secretary at host school.

### **Prior to Officially Transferring a Student to Independent Study**

Once an Independent Study referral has been made from a school site, the placement must be considered "pending" until the assigned Independent Study teacher confirms the enrollment of the student. When the enrollment is confirmed, the Independent Study teacher will notify the referring school. They will confirm that they are the assigned teacher, the student's schedule, and enrollment date. At this point, the student can be transferred into the Independent Study program in Schoolmaster. This process is important in order to eliminate the possibility of a student being referred to Independent Study and dropped from their school, without the assigned teacher actually having established contact with the student and parent and officially enrolling them in the program.

### **Process for Acquiring Withdrawal Grades and Posting Partial Credit**

At the time a student is being transferred by a school within the NHUHSD and referred to the Independent Study program, the process of acquiring withdrawal grades and a determination of partial credit is

initiated. Since the transition into Independent Study takes time for coordination, establishing contact between I.S. teacher and parent, and selection of appropriate courses, it is critical to receive drop grades and credits earned as soon as possible.

It is the referring school's responsibility to gather drop grades for each class, determine the amount of partial credit, and then send a copy of the Drop Grade Form (Appendix E) to the host school's designated secretary and the I.S. Coordinator. The I.S. Coordinator will use the Drop Grade Form to track credits, while the designated host school secretary must enter the partial credits earned on the student's transcript as part of their permanent record. This process must be completed within 10 days of making the referral with each site being responsible for creating a process to complete these tasks. In order to determine the amount of partial credit earned the school site must use the formula listed below to insure consistency among all schools in NHUHSD.

### **Partial Credit Formula**

The following formula will be utilized to determine partial credits for a student who has transitioned from a comprehensive high school to the I.S. program at any point in the year besides at the semester.

Total days attended in a semester divided by total days in the semester (90) multiplied by 5 will equal the amount of partial credit.

Examples:

Students attended 6 weeks and transitioned to I.S. after this first grading period. 6 weeks equals 30 days.

$$30 \text{ divided by } 90^* \text{ (days in semester)} = .33 \times 5 = \mathbf{1.65 \text{ credits}}$$

Student attended 8 weeks: 8 weeks equals 40 days.

$$40 \text{ divided by } 90^* = .44 \times 5 = \mathbf{2.2 \text{ credits}}$$

Student attended 12 weeks: 12 weeks equals 60 days.

$$60 \text{ divided by } 90^* = .67 \times 5 = \mathbf{3.35 \text{ credits}}$$

**\*Note that the number of days in a given semester is variable. Adjust the calculation accordingly.**

### **Scheduling**

The academic counselor for each student will determine the appropriate courses they should take on Independent Study. The schedule must be listed on the Enrollment Form with the corresponding Course ID #. The Course ID # is important in distinguishing a course from either meeting high school graduation requirements or UC A-G course requirements. The assigned Independent Study teacher will use this information to design the appropriate online course to meet the student's needs. A copy of the student's schedule is listed on the Enrollment Form and must be given to the appropriate school site secretary to then be recorded as the student's schedule in Schoolmaster.

### **Schedule Change**

If the I.S. teacher determines that a change in schedule needs to be made, they will make the change on a Schedule Change Form (Appendix F). Once completed, the form will be turned into the school site secretary. The secretary will then make the class change in the Schoolmaster program.

### **Special Education Student Registration**

If the student has an IEP, a transition meeting **must** occur before the student can be moved into the I.S. program. The student must remain in attendance at their current school until the transition IEP has been made. **The I.S. Coordinator and I.S. teacher must participate.** If the IEP team decides to approve the change in placement, the current Case Carrier will remain with the student while they work in the I.S. program.

### **Expelled Students:**

Students being expelled from a high school within the NHUHSD will be given the option of attending the Independent Study program as a means for continuing their education in the District. If the parent/guardian and student decide to utilize this option, they will be assigned an I.S. teacher and are required to follow the same guidelines as any other student. The student will remain listed as enrolled in the school they have been expelled from, but must limit their attendance and presence to the Learning Center facility. Expelled students are not permitted to enter **any** of the NHUHSD high school campuses.

### **The process for enrolling a student currently enrolled in a school not in the NHUHSD is as follows:**

1. Schedule a meeting with the Independent Study Coordinator to discuss program options, review credit history, and determine appropriateness of the program in meeting student needs and progress toward graduation.
2. Independent Study Administrator determines the appropriate NHUHSD school that will enroll the student.
3. Complete an Interdistrict Transfer request
4. Registration form for the NHUHSD Independent Study Program and make contact with the student's assigned I.S. teacher.
5. The I.S. teacher will schedule an intake meeting with the student and parent/guardian, sign a Master Agreement, and give first assignments. A weekly meeting date and time will be established and agreed upon by the I.S. teacher, student and parent/guardian.



## SPECIAL ED. SERVICES & CASE MANAGEMENT

The NHUHSD Independent Study program can serve students who are on an Individualized Education Plan (I.E.P.), however, it is critical that the appropriateness of the Independent Study program be assessed in relationship to the academic and emotional needs of any student seeking enrollment or being referred for enrollment in order to determine whether the student will receive appropriate services.

### **Enrollment Procedures and Transition I.E.P. Meeting**

In order to insure a smooth transition and continuation of services outlined in a student's I.E.P, and meet IDEA requirements for a change of placement, it is necessary to hold a transition I.E.P. prior to the student being enrolled into the I.S. program. The referring school Site Administrator, Case Carrier, I.S. Coordinator, School Psychologist, parent and student must be in attendance at the meeting.

### **Student I.E.P. Case Carrier and Curriculum Support**

Once a change of placement has been approved in the transition I.E.P. an I.S. teacher will be assigned to the student. The student's current Case Carrier will continue to serving in that role as the student transitions to the I.S. program. The Case Carrier will consult with and assist the I.S. teacher with gathering appropriate curriculum, assessments, and other services necessary to meet the goals as outlined in the student's I.E.P. During the transition I.E.P., goals and services will be discussed. The Case Carrier will facilitate I.E.P. meetings and manage necessary paperwork and data entry for the student.

### **504 Plan**

Students who are referred to the Independent Study program that have a current 504 plan must have the plan attached to the Enrollment Form as documentation of the student's qualifications for a 504, including the accommodations/modifications necessary for the student to receive access to instruction.

# GRADING

The process for grading students who are enrolled is based on each student receiving an accurate schedule of courses which is then recorded in the Schoolmaster database. Once a schedule of courses is listed for each student in Schoolmaster, the I.S. teacher is able to post grades at each grading period and for final semester grades. I.S. teachers will not use the grade book program in Schoolmaster and will not utilize the Schoolmaster PASS system.

## **Independent Study Teacher Responsibilities**

Each I.S. teacher will post grades for each student in Schoolmaster during the designated time period for each of the six grading periods. At the end of each **semester**, the I.S. teacher will submit grades and credits earned by using the Grade Report Form (Appendix D). The I.S. teacher will indicate on the Grade Report Form if courses submitted met A-G requirements. Once completed for each student, the Grade Report Form will be submitted to the respective school site Assistant Principal's secretary to be entered as part of the student's permanent transcript for credits earned. This is all tied to the student's schedule in Schoolmaster.

## **School Site Responsibilities**

The I.S. student will receive a copy of their grades in the mail with all the other students at each school site. The Grade Report Form (Appendix D) will be mailed home with the regular report card at the end of each semester only. The school site's Assistant Principal's secretary will post the credits earned in the student schedule prior to printing report cards. The Registrar will enter into the transcript any APEX On-line Learning credits that have met A-G requirements. The I.S. student will receive a copy of their grades in the mail. At the conclusion of each semester, it is recommended that each student's academic counselor review credits earned and make adjustment to their schedule as necessary.

## **Withdrawal Grades**

When a student drops from Independent Study, the I.S. teacher will inform the school site's Registrar via email and fax a Drop Grade Form (see Appendix E). The form will include letter grades and credits received.

# INDEPENDENT STUDY POLICY, PROCEDURES & EXPECTATIONS

## **Orientation**

Once a student has been accepted into the Independent Study Program, an appointment will be made with the assigned teacher to complete an individual master agreement, which is designed to meet the educational objectives of the student. This is a written agreement outlining what will take place while they are in the program. It will include: the subjects and credits to be attempted, methods of evaluation, and the day and time for scheduled meetings. This appointment date will be communicated with the administration of the site that referred the student. Attendance by site administration is strongly recommended, but in cases where a student is at risk and the Independent Study option is a last resort, attendance by site administration is required so that collaboration between the Independent Study Program and the site can exist to benefit the student's education. The site administration must communicate with Independent Study to determine the "at risk" status of a referred student.

## **Weekly Meeting**

The student is scheduled to meet with a teacher once a week. In order for the student to continue making satisfactory progress and ensure continued progress in the I.S. program, it is essential they attend each weekly meeting as agreed upon with their teacher. It is important for the student to also realize their I.S. teacher has a limited ability to reschedule meetings due to prior commitments with other students. Failure to attend these meetings will result in consequences that include required meetings with Program Staff, SARB Letters and required attendance before the Student Attendance Review Board, and removal from the Independent Study Program.

## **Attendance**

An I.S. student must have contact with his/her teacher at least once each week. Students are responsible for a minimum of twenty (20) hours of school work per week. Maintaining excellent attendance is a critical factor in making progress toward meeting graduation requirements.

## **Unexcused Missed Appointments**

When any pupil fails to complete three consecutive independent study assignments during any period of 15 school days, or misses two appointments without valid reasons, an evaluation shall be conducted to determine whether the student should be allowed to continue in independent study. This evaluation will include a mandatory meeting with Program and site staff accompanied by a SARB Letter. It is required that the Independent Study Program Teacher notify the Assistant Principal or Dean of Students and the Assistant Principal's Secretary of the referring school of each of these infractions so that the school can send the appropriate SARB Letter and attend the evaluation meeting. This communication will be presented in writing, which can be through electronic means. The information provided in the written correspondence will be used in the SARB letter, will be signed by the school's administrator, and mailed within a day of receipt. Three such instances will result in the student being dropped from the Independent Study Program and the referring site will be responsible for providing an educationally appropriate setting for the student.

## **Expectations**

### **Students will:**

- Complete all weekly assignments as stated on course calendar.
- Meet once a week with supervising teacher as specified on the Master Agreement.
- Attend additional mandatory lab hours if work on course calendar is not completed by due date.
- Contact teacher at least one school day prior to any meeting that will need to be rescheduled.
- Take advantage of academic support services if needed.
- Take responsibility for learning.

### **Parents/Guardians will:**

- Assume responsibility for supplied text, instructional materials, technological supplies, and internet access.
- Ensure that the student has completed required homework.
- Inform the teacher if the student is struggling.
- Provide encouragement and support to ensure the student's success.

### **Teacher will:**

- Provide lesson plans that meet the student's educational needs.
- Keep accurate records of the students' attendance and progress.
- Engage student in their own learning and growth.

## CURRICULUM & DELIVERY

### Online Courses

Students will have access to the APEX Learning Platform. APEX is an Internet-based learning environments that feature a media-rich curriculum. In the Northern Humboldt Union High School District, APEX is used by students not needing college preparatory curriculum and it also provides college prep courses that meet the UC and CSU A-G requirements. Features the APEX program follow:

#### APEX Learning

- Instructional management and reporting
- Engaging direct instruction
- Interactive practice and application
- Formative, summative, and diagnostic assessment
- Research-based instructional design
- Common Core Aligned Standards
- Student-Centered Learning
  - Excel beyond expectations
  - Learn by doing
  - Receive individualized support
  - Demonstrate knowledge
- NCAA Approved
- Audio and Video files
- Animations
- Slide shows
- Relevant Internet links maintained by publisher
- Challenging games
- Tutorials
- Links to primary sources
- Text to speech
- Message Center
- Note Taking and Study Guides
- Differentiated curricular pathways
- Virtual Labs

**Independent Study Courses Offered by NHUHSD:** Please see Appendix J

### Student Needs Assessment

During orientation the teacher will discuss appropriate hardware, software, and technology skills needed for the student's academic success. At the first meeting, the student will log-in to their online courses and receive system guidance from the teacher. The information below provides recommendations for system settings.

## System Requirements

Topic	Recommendation
Browser	Mozilla Firefox 7.0 or higher Apple Safari 5.0 or higher Google Chrome 10.0 or higher Microsoft Internet Explorer 8.0 or higher
Browser Plug-ins	Adobe Reader 6.0 or higher Adobe Flash Player 9.0 or higher Java Virtual Machine
Audio	Speakers or Headphones Microphone and Recording support for World Languages

In order for students to participate in online curriculum, a reliable connection to the internet is required. For students who qualify for the Free and Reduced Lunch Program and do not have internet access, a laptop with internet connectivity may be provided. See the Independent Study Coordinator regarding the application process.

## Traditional Curriculum

Students in Independent Study may utilize a traditional, textbook-based delivery of the curriculum. All materials are provided to the student and I.S. teachers may access resources at the school's library in which the student is enrolled. Please read below for the District Policy on Equivalency:

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling student participation in independent study to complete the district's adopted course of study within the customary time frame. Students in independent study shall have access to the same services and resources that are available to other students in the school. (5 CCR 11701.5)

## COLLEGE ENTRANCE REQUIREMENTS

Through the APEX Learning platform, Northern Humboldt Union High School District students can meet most of their A-G California College and University entrance requirements through the District's online Independent Study Program. The Visual and Performing Arts requirement and the labs for the Sciences are challenging but attainable. The following outlines courses required to meet UC and CSU requirements.

<b>SUBJECT</b>	<b>California State University Entrance Requirements</b>	<b>University of California Entrance Requirements</b>
ENGLISH	4 Years College Prep	4 Years College Prep
MATH	3 Years Algebra 1, Geometry, Algebra 2	3 Years Algebra 1, Geometry, Algebra 2 (4 <sup>th</sup> year recommended)
SCIENCE	2 Years AR Biology and AR Chemistry	2 Years AR Biology and AR Chemistry (3 <sup>rd</sup> year recommended)
SOCIAL STUDIES	2 Years US History (year) or US History and Government and World History or AP European	2 Years US History (year) or US History and Government and World History or AP European
FOREIGN LANGUAGE	2 Years Must be same language	2 Years Must be same language With a 3 <sup>rd</sup> year recommended
VISUAL AND PERFORMING ARTS	1 Year	1 Year
PHYSICAL EDUCATION	No Requirement	No Requirement
COMPUTERS AND HEALTH	No Requirement	No Requirement
ELECTIVES	1 Year any approved college preparatory course (Math, Science, Fine Arts, etc)	1 Year any approved college preparatory course (Math, Science, Fine Arts, etc)

## SBAC/Common Core

Students in the NHUHSD Independent Study program are required to take all state mandated exams and tests. The Smarter Balanced Assessment Consortium (SBAC) that assess the Common Core Standards represent the primary assessment required for all students in the state of California.

Administration of each exam will be a coordinated effort between the Independent Study teacher, the student, and the counselor from the host school. For instance, if an Arcata High School student taking Independent Study courses needs to take the SBAC exam, their counselor from Arcata High School will be responsible for ordering and assisting the Independent Study teacher with the proctoring and processing of the exam.

## PROCESS FOR DROPPING A STUDENT FROM INDEPENDENT STUDY

A student will be dropped from the Independent Study Program if they are not completing assigned work, are missing their appointments with their Independent Study teacher, or engaging in inappropriate behavior. Since Independent Study is an option a student and parent requests, maintaining regular attendance and work completion are critical to success and therefore continued enrollment.

Specifically, when any participating student fails to complete three consecutive independent study assignments in a period of 15 school days, or misses two appointments with his/her supervising teacher without valid reasons, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study. The evaluation will be conducted in consultation between the I.S. teacher, the site administrator, student and parent.

Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction, including upon termination of the agreement.

Independent study students who are late, miss scheduled conferences or do not submit assigned work on time shall not be reported as tardy or truant. However, the independent study administrator shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter 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 (AR 6158e).
4. An increase in the amount of time the student works under direct supervision

When the student has missed the number of assignments specified in Board policy and the written independent study agreement as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation which may result in termination of the independent study agreement and the student's return to a regular classroom or alternative instructional program.



## BOARD POLICY AND EDUCATION CODE

**Instruction** BP 6158(a)

### **INDEPENDENT STUDY**

The Board of Trustees authorizes independent study as an optional alternative instructional strategy for students, including adult education students, whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan and enabling students to reach curriculum objectives and fulfill graduation requirements. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

*(cf. 6143 - Courses of Study)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6200 - Adult Education)*

The Superintendent or designee shall approve independent study for an individual student only upon determining that the student is prepared to meet the district's requirements for independent study and is likely to succeed in independent study as well as or better than he/she would in the regular classroom.

The minimum period of time for any independent study option shall be five school days.

The Superintendent or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Education Code 51747)

To foster each participating student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the date an assignment is made and the date by which the student must complete the assigned work:

Three weeks for students in grades 9-12, continuation or adult education

When circumstances justify a longer time, the Superintendent or designee may extend the maximum length of an assignment to a period not to exceed eight weeks, pursuant to a written request with justification.

When any participating student fails to complete three consecutive independent study assignments in a period of 15 school days, or misses two appointments with his/her supervising teacher without valid reasons, an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study.

The Superintendent or designee shall annually report to the Board the number of students participating in independent study, the average daily attendance (ADA) generated for apportionment purposes, the quality

of these students' work as measured by standard indicators, and the number and proportion of independent study students who graduate or successfully complete independent study.

*Legal Reference: (see next page)*

BP 6158(b)

## **INDEPENDENT STUDY (continued)**

*Legal Reference:*

### EDUCATION CODE

17289 Exemption for facilities

42238 Revenue limits

44865 Qualifications for home teachers and teachers in special classes and schools; consent to assignment

46300-46300.6 Methods of computing ADA

47612.5 Independent study in charter schools

48204 Residency based on parent employment

48206.3 Home or hospital instruction; students with temporary disabilities

48220 Classes of children exempted

48340 Improvement of pupil attendance

48915 Expulsion; particular circumstances

48916.1 Educational program requirements for expelled students

48917 Suspension of expulsion order

51225.3 Requirements for high school graduation

51745-51749.3 Independent study programs

56026 Individuals with exceptional needs

### FAMILY CODE

6550 Authorization affidavits

### CODE OF REGULATIONS, TITLE 5

11700-11703 Independent study

### COURT DECISIONS

Modesto City Schools v. Education Audits Appeal Panel, (2004) 123 Cal.App.4<sup>th</sup> 1365

*Management Resources:*

### CDE PUBLICATIONS

Independent Study Operations Manual, 2000 edition

### WEB SITES

California Consortium for Independent Study: <http://www.ccis.org>

California Department of Education, Independent Study: <http://www.cde.ca.gov/sp/eo/is>

Policy **NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT**  
adopted: February 9, 2010 McKinleyville, California

**Instruction** AR 6158(a)

## **INDEPENDENT STUDY**

### **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  
*(cf. 6143 - Courses of Study)*
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 student achievement

*(cf. 6142.4 - Service Learning/Community Service Classes)*

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

*(cf. 5113 - Absences and Excuses)*

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

*(cf. 6146.1 - High School Graduation Requirements)*

### **Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students participating in independent study to complete the district's adopted course of study within the customary time frame. Students in independent study shall have

access to the same services and resources that are available to other students in the school. (5 CCR 11701.5)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

AR 6158(b)

## **INDEPENDENT STUDY** (continued)

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. (Education Code 46300.6, 51747.3)

### **Eligibility for Independent Study**

Parents/guardians of students who are interested in independent study should contact the principal or designee. Approval for participation shall be based on the following criteria:

1. Evidence that the student will work independently to complete the program
2. Availability of experienced certificated staff with adequate time to effectively supervise the student

A student's participation in independent study shall be voluntary. (Education Code 51747)

Students participating in independent study must be residents of the local county or an adjacent county. (Education Code 51747.3)

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 51747.3)

*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*

A student with disabilities, as defined in Education Code 56026, shall not participate in independent study unless his/her individualized education program specifically provides for such participation. (Education Code 51745)

*(cf. 6159 - Individualized Education Program)*

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

*(cf. 6183 - Home and Hospital Instruction)*

No more than 10 percent of the students enrolled in a continuation high school or opportunity school or program, not including pregnant and parenting students who are primary caregivers for one or more of their children, shall be in independent study at any given time. (Education Code 51745)

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 6184 - Continuation Education)*

AR 6158(c)

## **INDEPENDENT STUDY** (continued)

Students age 21 or older, and students age 19 or older who have not been continuously enrolled in school since their 18th birthday, may participate in independent study only through the adult education program for the purpose of enrolling in courses required for a high school diploma by Education Code 51225.3 or by the Board of Trustees. (Education Code 46300.1, 46300.4)

*(cf. 6200 - Adult Education)*

### **Written Agreements**

A written agreement shall be developed for each student participating in independent study for five or more school days. (Education Code 46300, 51747)

The written independent study agreement for each participating student shall include, but not be limited to, all of the following: (Education Code 51747)

1. The manner, frequency, time and place for submitting the student's assignments and for reporting his/her progress
2. The objectives and methods of study for the student's work, and the methods used to evaluate that work
3. The specific resources, including materials and personnel, that will be made available to the student
4. The Board's independent study policy describing the maximum length of time allowed between an assignment and its completion and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one semester, or one-half year if the school is on a year-round calendar
6. A statement of the number of course credits or, for an elementary student, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement that independent study is an optional educational alternative in which no student may be required to participate

AR 6158(d)

## **INDEPENDENT STUDY (continued)**

8. In the case of a student who is referred or assigned to any school, class or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

The agreement also may include a schedule for achieving objectives and completing the agreement and a schedule of conferences between the student and supervising teacher.

The curriculum and methods of study specified in the written agreement shall be consistent with Board policy, administrative regulations and procedures for curriculum and instruction. (5 CCR 11702)

*(cf. 6143 - Courses of Study)*

Before beginning the independent study, each written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student if the student is under age 18, the certificated employee designated as responsible for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the student. (Education Code 51747)

The agreement shall state that the parent/guardian's signature confirms his/her permission for the student's independent study as specified in the agreement.

### **Student Rights and Responsibilities**

Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction, including upon termination of the agreement.

Independent study students who are late, miss scheduled conferences or do not submit assigned work on time shall not be reported as tardy or truant. However, the independent study administrator shall promptly and directly address any failure by the student to meet the terms of his/her written agreement. The following supportive strategies may be used:

1. A letter 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, AR 6158(e).
4. An increase in the amount of time the student works under direct supervision

## **INDEPENDENT STUDY (continued)**

When the student has missed the number of assignments specified in Board policy and the written independent study agreement as precipitating an evaluation, the Superintendent or designee shall conduct an evaluation which may result in termination of the independent study agreement and the student's return to a regular classroom or alternative instructional program.

### **Administration of Independent Study**

Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (Education Code 51747.5)

The responsibilities of the independent study administrator shall be to:

1. Ensure that the district's independent study option is operated in accordance with law, Board policy and administrative regulation
2. Approve the participation of students requesting independent study
3. Facilitate the completion of written independent study agreements
4. Approve all credits earned through independent study and forward the information to the appropriate staff so that the information becomes part of the student's record
5. Authorize the selection of staff to be assigned to supervise independent study
6. Supervise any staff assigned to independent study functions who are not regularly supervised by another administrator
7. Complete or coordinate the preparation of all necessary records and reports
8. Establish and maintain in a systematic manner all records required by law, Board policy and administrative regulation
9. Monitor student participation in independent study so that the district stays within prescribed limits and income to the district is maximized
10. Develop and manage the budget for independent study
11. Obtain and maintain current information and skills required for the operation of an independent study strategy that meets established standards for the district's educational programs
12. Assure a smooth transition into and out of the independent study mode of instruction



13. Prepare and submit reports as required by the Board or Superintendent  
AR 6158(f)

**INDEPENDENT STUDY (continued)**

**Supervising Teachers**

The principal may recommend and the independent study administrator shall approve the assignment of teachers to directly supervise independent study. The teacher may be the student's regular classroom teacher, particularly for elementary students.

The ratio of students to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district.

The teacher supervising independent study shall:

1. Complete designated portions of the written independent study agreement and add additional information to the written agreement when appropriate
2. Supervise and approve coursework
3. Design all lesson plans and assignments
4. Assess all student work and determine and assign grades or other approved measures of achievement
5. Personally judge the time value of assigned work or work products completed and submitted by the student
6. Select and save with each agreement representative samples of the student's completed and evaluated assignments on not less than a monthly basis, preferably biweekly, and signed or initialed and dated in accordance with item #3 in the section on "Records" below
7. Sign and complete the agreement when the student has reached his/her objectives or the agreement is terminated
8. Maintain a daily or hourly attendance register in accordance with item #4 in the section on "Records" below
9. Maintain any other required records and files on a current basis

AR 6158(g)

## **INDEPENDENT STUDY (continued)**

### **Records**

For audit purposes, the Superintendent or designee shall maintain the following records: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A separate listing of the students and adult education students, by grade level, program and school, who have participated in independent study, identifying units of the curriculum attempted and units of the curriculum completed by students in grades K-8 and identifying course credits attempted by and awarded to students in grades 9-12 and in adult education, as specified in their written agreements
3. A file of all agreements, with representative samples of each student's or adult education student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher
4. A daily or hourly attendance register, as appropriate to the program in which the students are participating, separate from classroom attendance records, and maintained on a current basis as time values of student or adult education work products are personally judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons

The Superintendent or designee also shall maintain a record of grades and other evaluations issued to each student for independent study assignments.

Each school shall maintain records for the students at that school.

A written record of the findings of any evaluation conducted after the student has missed the number of assignments specified in Board policy shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation. (Education Code 51747)

*(cf. 5125 - Student Records)*

Regulation **NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT**  
approved: February 9, 2010 McKinleyville, California

**Instruction** AR 6183(a)

## **HOME AND HOSPITAL INSTRUCTION**

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home or in a hospital or other residential health facility, excluding state hospitals. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes or an alternative education program without special intervention. It does not apply to students identified as individuals with exceptional needs pursuant to Education Code 56026. (Education Code 48206.3)

*(cf. 6158 - Independent Study)*

*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

*(cf. 4112.2 - Certification)*

*(cf. 4113 - Assignment)*

The district shall offer at least one hour of instruction for every day of instruction offered by the district in the regular education program. No student shall be credited with more than five days of attendance per calendar week or credited with more than the total number of calendar days that regular classes are offered by the district in any fiscal year. (Education Code 48200, 48206.3)

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

The Superintendent or designee may require verification through any reasonable means that the student requires home instruction. In addition, this verification shall also state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact. Home or hospital instruction shall not be denied to students with Hepatitis B, herpes or HIV/AIDS, as long as the home or hospital practices current preventive protocol as determined by the U.S. Centers for Disease Control.

*(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)*

*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf. 5141.22 - Infectious Diseases)*

## **Nondistrict Students**

A student of another district who is temporarily disabled and confined to a hospital or health facility within this district shall be eligible to receive individual instruction in this district. (Education Code 48207)

AR 6183(b)

### **HOME AND HOSPITAL INSTRUCTION** (continued)

In such circumstances, it is the responsibility of the parent/guardian to notify the district of the student's presence in a qualifying hospital. (Education Code 48208)

Upon receiving such notification, the Superintendent or designee shall: (Education Code 48208)

1. Within five working days of the notification, determine whether the student is able to receive individualized instruction and, if so, when it shall begin. Instruction shall begin no later than five working days after the Superintendent or designee has determined that the student is able to receive individualized instruction.
2. Within five working days of the beginning of the individualized instruction, the Superintendent or designee shall provide written notification to the district in which the student was previously enrolled stating that the student shall not be counted by that district for purposes of computing average daily attendance, effective the date on which individualized instruction began.

Alternatively, the Superintendent or designee may enter into an agreement with the district in which the student was previously enrolled to have that district provide the individualized instruction. (Education Code 48208)

### **Parental Notifications**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians that: (Education Code 48208, 48980)

1. Individual instruction is available for temporarily disabled students as prescribed by Education Code 48206.3.
2. If a student becomes temporarily disabled, it is the parent/guardian's responsibility to notify the receiving district of the student's presence in a qualifying hospital.

*(cf. 5145.6 - Parental Notifications)*

*Legal Reference: (see next page)*

AR 6183(c)

**HOME AND HOSPITAL INSTRUCTION (continued)**

*Legal Reference:*

EDUCATION CODE

44865 *Qualifications for home teachers*

45031 *Home teachers*

48200 *Minimum school day*

48206.3 *Pupils with temporary disabilities; individual instruction; definitions; computing average daily attendance*

48206.5 *Continuation of individual instruction programs for students with temp. disabilities*

48207 *Pupils with temporary disabilities in hospitals out- side of school district; compliance with residency requirements*

48208 *Presence of pupils with temporary disabilities in qualifying hospitals; notice by parents or guardians; commencement of individualized instruction*

48980 *Required notification of rights and availability of nutrition and individualized instruction programs*

51800-51802 *Employment of home teachers*

CODE OF REGULATIONS, TITLE 5

421 *Method of verification*

423 *Prolonged illness*

Regulation **NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT**  
approved: February 9, 2010 McKinleyville, California

## APPENDIX, FORMS, AND SUPPORTING DOCUMENTATION

The following forms have been created to build consistency among all schools in the NHUHSD. Each school site must use the forms as provided, please do not modify. If a school site wants to make a change, they must work in collaboration with the Independent Study Coordinator.

# Request for Full-Time Independent Study

Northern Humboldt Union High School District

Student Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Current School \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

E-mail \_\_\_\_\_

**Reason** for requesting Independent Study (if expelled please attach description of incident):

\_\_\_\_\_

\_\_\_\_\_

I.S. Coordinator requested to contact site administrator

Date dropped from regular AHS/MHS/SRCHS/PCoast/Tsurai (circle one) Classes: \_\_\_/\_\_\_/\_\_\_

**\*\*\*All Independent Study courses meet district graduation requirements.**

**Some Independent Study courses do not meet CSU or UC requirements\*\*\***

Recommended course enrollment for student by counselor:

Course and ID #	Credits Needed	Need A-G Yes or No	Course and ID #	Credits Needed	Need A-G Yes or No

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Before enrollment in I.S. the following must be attached to application:**

<b>Transcripts</b>	<b>Withdrawal/Drop Grades</b>
<b>Current Schedule</b>	<b>Credit Analysis</b>
<b>IEP/504 Plan <u>yes/no</u> (attach if yes)</b>	<b>Special Ed. Case Carrier:</b> _____



## Independent Study - Master Agreement

### Northern Humboldt Union High School District

Student Name:	Grade:	Birth date:
Address:	City:	Zip Code:
Home Phone:	Cell phone:	Email:
Duration:	Beginning date:	Ending date:

**CIRCLE ONE: FULL TIME I.S      SHORT TERM I.S. (3 weeks or less) - complete status report 5 days in advance**

**Objectives, Methods of Study, Methods of Evaluation, and Resources:** The student is to complete the courses listed below. Course objectives reflect the curriculum adopted by the district’s governing board and are consistent with district standards, as outlined in the districts’ course descriptions. The specific objectives, methods of study, and resources for each assignment covered by this agreement will be described in the course folders. Method of evaluation of student assignments are as follows: assignment review, student demonstrates skill/competency, written/online tests, written reports/essays, oral/written/online quizzes, discussion/oral/review, computer activities, and portfolio.

**Box Below is Not Applicable for Short Term**

Course and ID #	Units Attempt	Units Earned	Course and ID #	Units Attempt	Units Earned

**Reporting:** Students are required to report to their teacher weekly.  
 Day \_\_\_\_\_ Time: \_\_\_\_\_ Location \_\_\_\_\_

**Assignments:** According to the district policy for grades 9 through 12, when a student fails to complete three consecutive independent study assignments during any period of 15 school days or misses any two appointments without valid reasons, an evaluation shall be conducted to determine whether the student should be allowed to continue in independent study.

**Voluntary Statement:** Independent study is an optional educational alternative that students voluntarily select. All students who choose independent study must be offered the alternative classroom instruction, and they must have the continuing option of returning to the classroom.

**Equitable Provision of Resources and Services:** Independent study option is to be substantially equivalent in quality to classroom instruction, and that students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

**Signatures and Dates:** I have read and understand the terms of this agreement, and agree to all the provisions set forth.

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

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

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

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





## Northern Humboldt Union High School District Independent Study Status Report

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

The above named student's parent/guardian has requested "Independent Study Status" for the period \_\_\_\_\_ to \_\_\_\_\_ inclusive.

Reason for absence:  
\_\_\_\_\_

Please indicate below assignments given for this period of time. Please note any concerns you may have regarding this request in the column marked "assignments" or on the back of this form.

<b>PERIOD 1/ Block A</b>	Assignments:
Class:	
Teacher:	
<b>PERIOD 2/ Block B</b>	Assignments:
Class:	
Teacher:	
<b>PERIOD 3/ Block C</b>	Assignments:
Class:	
Teacher:	
<b>Block D</b>	Assignments:
Class:	
Teacher:	
<b>PERIOD 4</b>	Assignments:
Class:	
Teacher:	
<b>PERIOD 5</b>	Assignments:
Class:	
Teacher:	
<b>PERIOD 6</b>	Assignments:
Class:	
Teacher:	

### IMPORTANT - INSTRUCTIONS TO FOLLOW:

**All work assigned is to be completed, and submitted to the Supervising Teacher or Attendance Clerk on the first day of school following the absence period. All work must be originals. *Photo copied work is submitted to the teacher.***



**Northern Humboldt Union High School District  
Return From Independent Study**

**All assignments given have been completed as assigned.**

**Teachers' signatures which indicates full ADA credit for the course during the days the students was on short term independent study:**

**Period 1** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period 2** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period 3** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period 4** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period 5** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period 6** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Period** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Total ADA Earned:** \_\_\_\_\_  
**(number of All Days Codes = IC)**

**Principal Signature:** \_\_\_\_\_  
**(or Principal's Designee)**

**Date:** \_\_\_\_\_

# *Independent Study*

## Grade Report

### 2018-2019



Semester \_\_\_\_\_ Term \_\_\_\_\_

Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Date Range \_\_\_\_\_ to \_\_\_\_\_

Course Code	Course Title	Letter Grade	Credits Earned	A-G

Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Comments:



Appendix F

# Independent Study Drop Grade

Northern Humboldt Union High School District

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

- McKinleyville H.S.                       Arcata H.S.                       Six Rivers Charter
- Tsurai High School                       Pacific Coast High School

Date Entered: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Absences: \_\_\_\_\_

Subject / Course Code	Grade	Credits Attempted / Earned
/		
/		
/		
/		
/		
/		
/		
/		

Teacher Name (Print) \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:





# Independent Study

Northern Humboldt Union High School District

## Student Schedule Change

AHS

MHS

SRHS

PCHS

THS

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

Drop

Add

	Subject	Teacher	Subject	Teacher
1				
2				
3				
4				
5				
6				
7				
8				

Teacher Name (Print) \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments:

## What you should know about Home and Hospital Instruction?

### What it is . . .

- Home and Hospital teaching enables schools to provide limited instruction to students who are severely restricted and unable to attend school for health reasons.
- The student receives an hour of teacher contact for each day school is in session, normally five hours per week. Most students prefer to see their teachers in blocks of time longer than one hour. The schedule of visits and length of stay are arranged with student and parents.
- The home teacher typically works with the student's regular teacher to continue, as much as possible, the assignments given in class.
- Upon return to class, the regular teachers will take into consideration the learning reported by the home teacher and make appropriate adjustments to students grade.

### What it is not. . .

- Home teaching is *not* an alternative voluntary program for student's education. The purpose of home teaching is to minimize loss of instruction while a person is too ill to attend regular school. The severity of illness is determined through a doctor's diagnosis, and educational alternatives are considered before home teaching is authorized. The student returns to regular school as soon as he/she is healthy enough to do so.
- Because the teacher contact time is limited and because a high school teacher may not have the academic background to teach all subjects, the instruction is not the same as regular attendance on campus. Thus, a student may still be behind schedule with assignments when he/she returns to school.
- The Northern Humboldt Union High School District (NHUHSD) staff authorizes the home instruction. The doctor provides medical information to NHUHSD staff so a valid placement can be considered.

### Who can be placed on home teaching...

- Any regularly enrolled NHUHSD student who will miss school for up to 1 month due to a disabling medical condition may be eligible for home or hospital instruction.
- Each student's situation is considered carefully through consultation with doctors before authorization is given.

### Keep in Mind...

- Home teaching is limited instruction and should be used prudently. Teacher contact time is less than 20% of regular school attendance. Subject matter expertise on the part of the home teacher is a limiting factor as well.
- A student with a limiting health situation may still be able to attend school with modification. The modifications are determined through planning sessions with the family and school officials. In most cases when it is possible, modifications are preferable to home teaching.
- Some subjects on a student's schedule may be limited or not included in home instruction. These include laboratory science classes, foreign language classes, higher-level math classes, and classes which require the use of equipment only available in the classroom. NHUHSD professionals will always do their best to accommodate a student's educational needs, but sometimes the educational limitations cannot be overcome.



## Northern Humboldt Union High School District

2755 McKinleyville Avenue, McKinleyville, CA 95519-3400

Telephone: (707) 839-6470 Fax: (707) 839-6477

### INFORMATION FOR STUDENT HOME/HOSPITAL INSTRUCTION

**Parent section:** *(Please complete this section and ask your doctor to provide complete information in the section below. Partial information will delay consideration for home teaching.)*

Student Name: \_\_\_\_\_

Home Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Parent's Wk Phone \_\_\_\_\_

Birth date: \_\_\_\_\_ I.D. # \_\_\_\_\_

Medical Record # (if applicable) \_\_\_\_\_

School Student Attends: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**PHYSICIAN'S SECTION:** *(Please provide the information requested in as much detail as possible. For disabilities related to a patient's mental health, this section may be completed by a licensed psychologist. Please provide a DSM\_V diagnosis for this case. If follow-up is necessary, you may be contacted by the district nurse or school psychologist.)*

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

Diagnosis: \_\_\_\_\_  
\_\_\_\_\_

Why is the student unable to attend school? \_\_\_\_\_  
\_\_\_\_\_

Indicate here any accommodations which may make school attendance possible on a full-time or part-time basis.

\_\_\_\_\_

\_\_\_\_\_

Date student may return to school. \_\_\_\_\_

Physician's signature and official stamp. \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_



## Appendix J

## NHUHS Independent Study Course Offerings Through APEX Learning

NHUHS Code # and Course Title	APEX Course Title	A-G	Sem/Full Year
<b>Language Arts:</b>	<b>Language Arts:</b>		
0113 English 1 CP	English 9	Yes	Full Year
0123 English 2 CP	English 10	Yes	Full Year
0133 English 3 CP	English 11	Yes	Full Year
0143 English 4 CP	English 12	Yes	Full Year
0111 English 1	English Foundation I	No	Full Year
0121 English 2	English Foundation II	No	Full Year
0131 English 3	English 3 (Teacher Modified)	No	Full Year
0139 English 4	English 4 (Teacher Modified)	No	Full Year
0165 Creative Writing (Elective or Senior Eng.)	Creative Writing	No	Sem
<b>Mathematics:</b>	<b>Mathematics:</b>		
0442 Math 1	General Math	No	Full Year
0462 Integrated Math I	Mathematics I	Yes	Full Year
0463 Integrated Math II	Mathematics II	Yes	Full Year
0464 Integrated Math IIA	Math Foundations II	No	Full Year
0465 Integrated Math III	Mathematics III	Yes	Full Year
1108 Personal Finance	Consumer Math	No	Full Year
<b>Social Science:</b>	<b>Social Science:</b>		
0334 American Government	US Government and Politics	Yes	Semester
0333 Economics	Economics	Yes	Semester
0321 US History	US History and Geography	Yes	Full Year
0306 World History	World History, Culture and Geography	Yes	Full Year
0370 Social Studies Elective	Geography and World Cultures	No	Semester
0305 World Hist Geography Bsc	World History, Culture and Geography (Teacher modified)	No	Full Year
<b>Science:</b>	<b>Science:</b>		
0548 Global Physical	Physical Science or Earth Science	No	Full Year
0549 Global Life	Biology	No	Full Year
<b>Tech/Health/PE:</b>	<b>Tech/Health/PE:</b>		
1103 Tech Essentials 1	Computer Applications or Information Tech	No	Semester
1434 Health	Health Education	No	Semester
0606 PE Fitness/Cond	Physical Education	No	Semester
<b>Electives:</b>	<b>Electives:</b>		
1114 Accounting 1	Accounting	No	Semester
0817 Art 1 Mixed Media	Art Appreciation	No	Semester
1171 School to Employment Pathways	College and Career Prep 1	No	Semester
1171 School to Employment Pathways	College and Career Prep 2	No	Semester
1050 Music Appreciation	Music Appreciation	No	Full Year
0612 PE Elective	Health Opportunities Through Phys. Ed.	No	Semester
1105 Business Elective	Principles of Information Technology	No	Both
1105 Business Elective	Business Applications	No	Semester
0356 Psychology	Psychology	Yes	Semester
0357 Sociology	Sociology	Yes	Semester
0148 English Elective	Reading	No	Semester
0148 English Elective	Writing Skills and Strategies	No	Semester
0148 English Elective	Media Literacy	No	Semester
1441 Work Experience	College and Career Prep (Teacher Modified for Work Experience)	No	Both
<b>Foreign Language:</b>	<b>Foreign Language: All Offerings are CP</b>		
0201 French 1	French 1	Yes	Full Year
0202 French 2	French 2	Yes	Full Year
0221 Spanish 1	Spanish 1	Yes	Full Year
0222 Spanish 2	Spanish 2	Yes	Full Year
0223 Spanish 3	Spanish 3	Yes	Full Year

## Appendix K



# *Independent Study*

## Expectations

### **Students will:**

- Complete all weekly assignments as stated on course calendar.
- Meet once a week with supervising teacher as specified on the Master Agreement.
- Attend additional mandatory lab hours if work on course calendar is not completed by due date.
- Contact teacher at least one school day prior to any meeting that will need to be rescheduled.
- Take advantage of academic support services if needed.
- Take responsibility for learning.

### **Parents/Guardians will:**

- Responsible for supplied text, instructional materials, technology, and internet access.
- Ensure that the student has completed required homework.  
Parent email for weekly APEX progress report \_\_\_\_\_
- Inform the teacher if the student is struggling.
- Provide encouragement and support to ensure the student's success.

### **Teacher will:**

- Provide lesson plans that meet the student's educational needs.
- Keep accurate records of the students' attendance and progress.
- Engage student in their own learning and growth.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Northern Humboldt Union High School District Independent Study Infraction Process

### Infraction process starts

- Student misses three consecutive independent study assignments during the period of 15 school days, student misses two appointments without valid reasons, or student falls below 20 hours of completed course work per week.

### 1st Infraction

- Communication between student, parent and teacher
- 1st infraction letter generated
  - IS Teacher will provide the language to complete the following sentence for the letter in the email to the secretary and site admin

*(Name of Student) has failed to turn in \_\_\_\_\_ hours of work for the time period of \_\_\_\_\_, equaling \_\_\_\_\_ unexcused absences from school.*

- SART Form is completed with a SART meeting scheduled which will be held if the student earns the 2nd infraction

### 2nd Infraction

- Meeting between student, parent, teacher, school site administrator, and IS administrator
- 2nd infraction letter generated
- SART meeting is part of the infraction meeting
- IS Admin documents the meeting in student's Guidance record

### 3rd Infraction

- Meeting between student, parent, teacher, school site administrator, and IS administrator
- 3rd infraction letter generated
- SARB referral made
- IS Admin documents the meeting in student's Guidance record
- Alternative placement determined

## Attendance Procedures

### Short Term Independent Study Procedures

The first day the student is on Short-Term Independent Study, as per the completely signed **Master Agreement** contract dated prior to the start of the contract, enter **IP** in Synergy for all the periods and days of the contract. On the day the student returns to school, before resuming regular scheduled classes, the student must complete and return the **Short-Term Independent Study Teacher Verification Form**. Determine the attendance as follows.

$$\begin{array}{l} \text{Days of Contract} \\ \text{Periods of Contract} \end{array} = \begin{array}{l} \text{Days for ADA (code IC)} \\ \text{Periods of Completed Work} \end{array}$$

**Example:** The student's contract says they are going to be gone 5 days, which is 30 periods (5x6). The student completes work and teacher has signed for 5 of the 6 periods, so that is 25 periods (5x5) of completed work.

$$\begin{array}{l} \frac{5 \text{ days of contract}}{30 \text{ periods of contract}} = \frac{X}{25 \text{ periods completed work}} \end{array}$$

Solve for X.

$$\frac{5 \times 25}{30} = X$$

X = 4.16, round down with partial days, so the student gets credit for 4 of the 5 days.

Enter IC for 4 complete days.

Enter IN for 1 incomplete day.

Enter IP for pending days where the site is waiting for the student to complete the work

### Full Time Independent Study Procedures

Full time Independent Study teachers ensure that the **Master Agreement** is complete and valid. As students complete the work assigned, teachers complete the **Hourly Assignment Record**, totaling and initialing each week to show student work as it relates to days attended.

The Independent Study Coordinator enters the proper IS attendance codes (IC, IN, IP) for each student each day as shown on the **Hourly Assignment Record** for the period of time that the **Master Agreement** spans.