

 Meadows Arts and Technology Elementary School	Independent Study Policy	
	Last Reviewed/Revised: 1/22/2018 Revised	Effective Date: 08/10/2009
Reference Number: CI-ISP-01222018	Original Author: MATES Board	Policy Status: Active

PURPOSE:

The Board of Directors (“Board”) of Meadows Arts and Technology Elementary School (“MATES”) recognizes that there will be occasions where students face restrictions in their ability to participate in a regular classroom setting. MATES seeks to utilize a structured independent study program to serve the education needs of these students.

SCOPE:

This policy applies to all MATES employees involved in student independent study programs.

GENERAL POLICY STATEMENT:

The Board considers independent study an optional alternative instructional strategy by which students may reach curriculum objectives and fulfill promotion requirements.

POLICY DETAILS:

1. Independent Study/Short-term
 - 1.1. Independent Study is an option only for absences deemed excusable as defined in the Student Attendance Policy.
 - 1.2. Independent study shall offer a means of individualizing the educational plan for students whose needs may be met best through study outside of the regular classroom setting on a short-term basis.
 - 1.3. No student shall be required to participate in independent study.

2. Eligibility
 - 2.1. Students who meet the criteria listed below are eligible to participate in independent study.
 - 2.1.1. Absences are excused as defined in the Student Attendance Policy and exceed the minimum absence period of 2 consecutive days.
 - 2.1.2. Student and Parent or Guardian has provided assurance that the student will work independently to complete the program assignments.
 - 2.1.3. Where possible, adequate notification (at least one week) must be given to certificated staff to design the short-term contract and subsequently evaluate its completion.

3. Written Agreements and Assignments
 - 3.1. The written independent study agreement for each participating student shall include, but not be limited to, all of the following:
 - 3.1.1. The manner, time and place for submitting the student’s assignments and for reporting his/her progress.
 - 3.1.2. The duration of the independent study agreement, including the beginning and ending dates for the student’s participation in independent study under

the agreement. Short-term independent study shall not be valid for any period longer than 3 (“three”) weeks.

- 3.1.3. A statement of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
 - 3.1.4. A statement that independent study is an optional educational alternative in which no student may be required to participate.
 - 3.2. The curriculum and methods of study specified in the written agreement shall be consistent with the Board’s policies, administrative regulations and procedures for curriculum and instruction.
 - 3.3. Before beginning the independent study, each written agreement shall be signed and dated by the student, the parent/guardian or caregiver of the student, 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.
 - 3.4. The agreement shall state that the parent/guardian’s signature confers his/her permission for the student’s independent study as specified in the agreement.
4. Student Rights and Responsibilities
 - 4.1. Students participating in independent study shall have the right, continuously, to enter or return to the regular classroom mode of instruction.
 - 4.2. Independent study students who do not submit assigned work on time shall be reported as truant and can result in the student being reported to the School Attendance Review Team.
5. Administration of Independent Study
 - 5.1. Each student’s independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. The responsibilities of the Executive Director or designee shall be to:
 - 5.1.1. Ensure that MATES’ independent study option is operated in accordance with law, Board policy and administrative regulation
 - 5.1.2. Approve or deny the participation of students requesting independent study that meet the minimum absence period defined in section 2.1.1.
 - 5.1.3. Facilitate the completion of independent study written agreements
 - 5.1.4. 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.
 - 5.1.5. Authorize the selection of staff who are assigned to supervise independent study
 - 5.1.6. Complete or coordinate the preparation of all necessary records and reports
 - 5.1.7. Establish and maintain in a systematic manner all records required by law, Board policy and administrative regulation
 - 5.1.8. Monitor enrollment in independent study to stay within prescribed limits and to maximize income to the district without compromising the educational quality of independent study
 - 5.1.9. Prepare and submit reports as required by the Board
 - 5.1.10. Assure a smooth transition into and out of the independent study mode of instruction

6. Supervising Teachers

6.1. The Executive Director or designee shall approve the assignment of any teachers who directly supervise independent study on a regular basis. The teacher may be the student's regular classroom teacher. Independent study teachers shall:

- 6.1.1. Complete designated portions of the written agreement and add additional information to the written agreement when appropriate
- 6.1.2. Supervise and approve coursework
- 6.1.3. Design/identify curriculum objectives
- 6.1.4. Complete the independent study contract for students
- 6.1.5. Assess all student work
- 6.1.6. Personally judge the time value of assigned work or work products completed and submitted by the student
- 6.1.7. Select and save with each agreement representative samples of the student's completed and evaluated assignments
- 6.1.8. Sign and complete the agreement when the student has reached his/her objectives or the agreement is terminated
- 6.1.9. Maintain any required records and files on a current basis
- 6.1.10. When appropriate, independent study teachers shall determine and assign grades or other approved measures of achievement.

7. Records

- 7.1. Records shall be maintained for audit purposes and shall include the following:
 - 7.1.1. A copy of the Board policy, administrative regulation, and procedures related to independent study
 - 7.1.2. A separate listing of students by grade level who have participated in independent study, identifying units of curriculum attempted and units of the curriculum completed by students.
 - 7.1.3. A file of all agreements, with representative samples of each student's work products bearing signed or initialed and dated notations by the supervising teacher, indicating that he/she has personally evaluated the work or that he/she has personally reviewed the evaluations made by another certificated teacher

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the Board Member or employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE:

The MATES Board and Executive Director will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

<u>Policy Version:</u>	<u>Effective Date:</u>	<u>Revision:</u>
CI-ISP-08102009	8/10/2009	Original Version

CI-ISP-03152010	3/15/2010	Modify Review Cycle section to modify cycle from bi-annual to every two years.
CI-ISP-06112012	6/11/2012	Reviewed and modified in accordance with review every two years requirement.
CI-ISP-11192012	11/19/2012	Clarified eligibility requirements in Sections 1 and 2. Corrected section 4.2
CI-ISP-03222016	03/22/2016	Reviewed in accordance with review every two years.
CI-ISP-01222018	01/22/2018	Reviewed and modified in accordance with review every two years requirement.