

6000 INSTRUCTION

6200 INDEPENDENT STUDY PROGRAM

**6210 AUTHORIZATION**

Independent Study is a component of the Marin County Community School Program and is an alternative to classroom instruction consistent with the Marin County Office of Education approved course of study. It may be offered to an individual student or a group of students who reside in Marin County or a county adjacent to Marin County. Independent Study includes, but is not limited to:

- A. A contractual agreement among the teacher, as the general supervisor, the student, his/her parent(s), and when appropriate, community resources.
- B. An instructional strategy that is responsive to the individual learning needs of students, and includes objectives, activities, personnel, resources and evaluation.

Independent Study is an alternative available to all students in response to their needs, interests, and abilities. It is not to be used as a means to compromise existing policies relevant to compulsory education, or exempt a student from competency requirements. No student may be required to participate in Independent Study.

For all students in Independent Study, the maximum length of time which may elapse between the time the assignment is made and the date by which a student must complete the assigned work shall be as follows:

- A. for students in kindergarten and grades one through three, one week;
- B. for students in grades four through eight, two weeks; and
- C. for students in grades nine through twelve, four weeks;

except, when special or extenuating circumstances justify a longer time, a period not to exceed eight weeks may be approved by the Superintendent or his/her designee pursuant to a written request, with justification, for individual students.

(continued)

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**6210 AUTHORIZATION** (continued)

When any student fails to complete three (3) consecutive independent study assignments, during any period of 20 school days, the Superintendent or his/her 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 findings of any evaluation conducted pursuant to this policy shall be maintained in the student's permanent record.

The Independent Study Agreement for a student must require and cover a study plan that represents not less than the equivalent of a minimum school day for the student's grade level for every school day covered by the agreement and shall include:

1. The manner, frequency, date, time and place for submitting a student's assignments and for reporting his/her progress.
2. The title and statement of the major objectives of the course of study covered by the agreement.
3. The specific resources, including materials and personnel, which will be made available to the student in order to attain the objectives.
4. The method utilized to evaluate the student's work.
5. A statement of the maximum length of time allowed between the assignment and the completion of a student's assigned work.
6. A statement of the maximum number of assignments that a student may miss before an evaluation must be made of whether the student should be allowed to continue in Independent Study.
7. The duration of the Independent Study agreement, up to a limit of one semester or one half year for a school on a year-round schedule.
8. A statement of the number of course credits or, for elementary grades, other measures of academic accomplishments appropriate to the agreement, to be earned by the student upon completion.

(continued)

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**6210 AUTHORIZATION** (concluded)

9. A statement that Independent Study is an optional alternative in which no student may be required to participate.
10. The signatures of the student, student's parent or guardian if the student is under age 18, the Independent Study Supervisor and any person who has direct responsibility for providing assistance to the student.

The Superintendent or his/her designee shall ensure that each participating student has an executed written agreement on file in the Independent Study office.

The Independent Study of each student must be coordinated, evaluated, and generally supervised by a credentialed teacher employed by the Marin County Office of Education.

The Superintendent shall develop Administrative Regulations and Procedures to implement this policy and all applicable provisions.

References: EC 39141.9, 44865, 46300(e), 46300.1-46300.7, 48340,  
51225.3, 51745-51749.5, 52000, 52015, 52017, 52206, 56026  
CAC5 11700, 11701, 11702, 11703

Approved as to form:

Robert J. Hemen 12-10-93  
Counsel

Approved by  
Marin County Board of Education - 10/27/87  
Revised- 1/14/92; 5/11/93; 1/11/94

MARIN COUNTY OFFICE OF EDUCATION  
ADMINISTRATIVE REGULATIONS AND PROCEDURES

**INDEPENDENT STUDY PROGRAM**  
(Board Policy 6210)

Independent Study is a component of the Marin County Community School Program and is an alternative to classroom instruction consistent with the Marin County Office of Education approved course of study.

The administrative manager of the program will designate a certificated staff member to develop, generally supervise, monitor and evaluate progress in each Independent Study program. This person will be designated as an Independent Study Supervisor.

Educational opportunities offered through Independent Study may include, but shall not be limited to, the following:

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

If a student is presently enrolled in and is attending a program operated by the Marin County Office of Education, the Independent Study Supervisor will be responsible for determining the need and authorizing the Independent Study program for a student. For students or prospective students who are not currently enrolled in and attending a County program, referral will be made by the local school district or Juvenile Probation Officer. All Independent Study students shall remain enrolled in the Marin County Community School.

Approval of proposed Independent Study agreements shall be based on the following criteria:

1. Evidence that the student can work independently.
2. Indication that the student will work to complete the assignments and meet necessary appointments.

3. A written statement of educational objectives and the means of accomplishing and measuring progress toward them.

The Independent Study Agreement shall be signed by the parent or guardian prior to the commencement of Independent Study.

Records shall be maintained at the Independent Study office and shall include, but not be limited to:

1. A copy of Board Policy 6210 and these Administrative Regulations and Procedures.
2. A file of all agreements, complete and incomplete, with representative samples of completed and evaluated student assignments.
3. A list of all students who have participated or are currently participating in Independent Study which shows credits attempted by and awarded to each student per agreement and a record of the student's attendance.
4. An attendance register separate from the register used for regular classroom attendance, in which attendance is recorded on the basis of positive attendance accounting procedures approved by the State Department of Education. The student in Independent Study will be counted as present only after the Independent Study Supervisor has certified hours of attendance on the basis of completed work. The attendance shall be listed as hours of school work per day, reported on the ADA form and presented to the Program Manager for signature within one week of the end of the school month. If the agreed upon work is not completed, attendance should be reported an unexcused absence(s). There are no excused absences in Independent Study.
5. A record of grades and other evaluations issued to each student for Independent Study assignments.

In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48917, the agreement also shall include the statement that instruction may be provided to the pupil through Independent Study only if the pupil is offered the alternative of classroom instruction.

Neither a pupil participating in an independent study program, nor the pupil's parent or guardian shall be provided any funds or other things of value that are not provided to pupils who attend regular classes or to the parent or guardian of such pupils.