

# Los Alamitos Unified School District

10293 Bloomfield Street • Los Alamitos, California 90720-2200  
(562) 799-4700 • Fax (562) 799-4730



Andrew Pulver, Ed.D.  
Superintendent

## MEMO

**TO:** Parents/ Guardians

**DATE:** 2024 - 2025 School Year

**RE:** Independent Study – Physical Education (ISPE)

**FROM:** Melissa Davis, M.Ed.  
Director  
Educational Services

Attached are documents regarding Independent Study – Physical Education (ISPE). Please note that ISPE is not an exemption from physical education; Education Code 51241 specifies the reasons from granting exemptions from physical education. These guidelines do not address those exemptions.

According to Board Policy 6158, the Board recognizes independent study as an acceptable method to accommodate individual needs and interests for completing the prescribed course of study. The California Department of Education's *Independent Study Operations Manual* states, "Independent study is an alternative to classroom instruction consistent with the school district course of study and is not an alternative curriculum. It provides individual students with a choice of ways to acquire the values, skills and knowledge all student should gain as verified in a written agreement."

The principal or principal's designee will be responsible for processing the ISPE applications at the school site. Final approval will be made by the Independent Study Review Team under the direction of the Assistant Superintendent of Educational Services or his/her designee. Completed applications shall be kept at the school site and at the District Office.

For more information on California's Physical Education standards, see the California Department of Education's website at [www.cde.ca.gov/challenge/pe.html](http://www.cde.ca.gov/challenge/pe.html).

**To be considered for ISPE for the 2024-2025 school year an application must be received by July 12, 2024.** Any application received after this date will NOT be considered for ISPE as outlined in LAUSD Administrative Regulation 6158.

### Steps for application completion:

1. Complete an annual application. Applications can be found online at [www.losal.org](http://www.losal.org).
2. Drop off completed application with supporting documents attached at (6-12) school site or the District Office and await ISPE review, within 30 days of submittal.
  - ⇒ For immediate review of application attend an ISPE Open Review Opportunity at the LAUSD Administration Offices, 10293 Bloomfield Street, Los Alamitos. A review takes 10-15 minutes, and no appointment is needed during the Open Review timeframe below.

May 21, 2024 (2:30PM – 3:30PM) @ District Office Training Room

For more information on ISPE Open Review Opportunities, please contact Melissa Davis, Director of Educational Services at (562) 799-4700 ext. 80463.

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## **Off-Campus Independent Study Physical Education Application Overview**

Independent Study in Physical Education (ISPE) is an educational option designed by the California Department of Education (CDE) and approved by the Los Alamitos Unified School District. (LAUSD). ISPE affords students the opportunity to extend physical education learning activities beyond the school campus, as well as allows students to advance their study in activities not normally available in the District's physical education program. To this end, ISPE must represent a significantly different program from one offered in school, and involve an activity in which the applicant has become **highly competitive at a national or international level**.

ISPE is available to any new or continuing student entering grades 6-12. The ISPE application/agreements are available at all secondary school sites, and school counselors and administrators are available to answer questions and provide guidance for students and families interested in learning more about ISPE throughout the Spring Registration process, and beyond. A major factor in determining the acceptance of an ISPE request is the difference between a recreational and a highly competitive program.

### **Criterion that DOES NOT qualify for ISPE**

- Student concurrently participating in two or more sports, even if the participation level is 12 hours or more per week.
- Student participating on a "travel team" and/or receives individualized coaching for their sport/activity of preference (i.e. hitting coach, pitching coach, etc.)
- Student participating in local or club athletics (i.e. AYSO, NJB, Pop Warner Football, Friday Night Lights, Recreational Dance, etc.)
- Student participating in individualized weight training, strength training or conditioning.
- For grades 9-12: Student applying for ISPE in a sport that is currently in season. Example: Application for ISPE swimming is submitted for the spring semester when spring is the season of sport for high school swimming.

**All of the following conditions and guidelines must be met fifteen (15) calendar days prior to the beginning of the semester the applicant is applying for ISPE approval:**

1. Application form and all included paperwork shall be completed and submitted to the site administrator in charge of ISPE 15 calendar days before the beginning of each semester for which the application/agreement is being submitted.
2. Student must demonstrate at least one (1) year or more of highly competitive participation in the sport/activity for which they are applying.
3. Students applying for ISPE must include the most current individual ranking with the application. Rankings must be at a national level. (Rankings at a novice, beginners or primary competition do not meet the requirements.)
4. Verifying signatures from the applicant, the applicant's parent/guardian, and the applicant's instructor/coach.
5. Instructor's qualifications and resume for supervision of activity (i.e. Proof of Instructor's Certification by state or national coaching organization, etc.).
6. Learning Plan completed by the instructor/coach.



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## **Independent Study – Physical Education (ISPE) Application Packet**

The memo, Board Policy, and Administrative Regulation 6158 contain information for parent and student use only; you do not need to return them with your completed application.

Complete the five pages beginning with “Individual Plan.”

When listing long-range and intermediate goals, refer to the green document “Challenge Standards for Student Success/Physical Education/Grades 9-12” and review Standards 1-7 to help you word your goals.

If the coach/instructor has a printed resume that answers the question on the resume form in the application packet, include the resume in your application packet and write “see attached” across our form.

Written verification of the level of competition is required and should be attached to the completed application. Verification could be in the form of results from a recent event that contains the name and date of the competition/meet/performance, the student’s name, and the student’s placement. Written verification could also be in the form of a letter signed by the coach/instructor stating what events the student is preparing to participate in during the current school year. All verifications must be at a highly competitive national level. (Ex: If a student is competing at a national competition in a beginner or novice level, they would not qualify for independent study PE.)

### **Checklist:**

- ☐ Reviewed Board Policy 6158 and Administrative Regulation 6158 for ISPE
- ☐ Completed “Individual Plan” (Pages 1 -2)
- ☐ Completed “Contract”
- ☐ Reviewed “Activity Log”
- ☐ Completed “Coach/Instructor Resume Form”
- ☐ Completed “Waiver, Release, and Indemnity Agreement”



## Los Alamitos Unified School District Independent Study PE Checklist

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

School: \_\_\_\_\_ Grade in 24-25: \_\_\_\_\_

Returning to Independent Study PE? ☐ Yes ☐ No

*To be completed by District Review Team:*

Application Documents	Meets Qualifications (Y/N)
Individual Student Plan	
ISPE Contract	
Coach/Instructor Resume	
ISPE Wavier	
<b>Supporting Documents</b>	
National Rankings <ul style="list-style-type: none"><li>• Must have student name on rankings</li><li>• Must be results from the 23-24 school year</li><li>• Must be recognizable as a national competition or rankings</li></ul>	
Weekly Schedule signed by the Coach (Including a contact phone number)	
Verification of Regular Participation/Competition <ul style="list-style-type: none"><li>• Must have a minimum of two competitions from the 23-24 school year</li><li>• Must have student name on competition results</li></ul>	

☐ **APPROVED**

☐ **NOT APPROVED** (see notes below)

\_\_\_\_\_ Missing items circled above

\_\_\_\_\_ 12 hours per week not met

\_\_\_\_\_ No proof of national level competition

\_\_\_\_\_ Other: See comments below

ISPE Review Team Member: \_\_\_\_\_ Date: \_\_\_\_\_

**LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
INDEPENDENT STUDY – PHYSICAL EDUCATION (ISPE)**

**CONTRACT**

The undersigned have requested the opportunity to have the student named participate in physical activity as an alternative to a regular Physical Education class or program at the school of residence, and understand that the student must acquire the values, skills and knowledge required by the State of California. The undersigned have read, understand and agree with the following terms of agreement.

1. The student applicant is enrolled as a student in grades 6-12 in the Los Alamitos Unified School District.
2. The student's parent(s)/guardian(s) currently reside in the boundaries of the Los Alamitos Unified School District or have completed and had approved a request for an interdistrict permit.
3. The student's parent(s)/guardian(s) hold harmless the Los Alamitos Unified School District for any illness or injuries incurred by the student in the performance of the physical activities or any other forms of participation in the terms of the Individual Plan, including transportation to and from the Independent Study site.
4. The undersigned agree to meet all terms of this contract, the student's Individual Plan, the Policy, Regulation, and Procedures of the Los Alamitos Unified School District.
5. The undersigned agree that the failure on the part of the applicant, applicant's parent(s)/guardian(s) coach/instructor/trained specialist to meet any terms of the contract or the applicant's Individual Plan may result in the termination of this contract.
6. Students participation in ISPE will be revoked if any Los Alamitos Unified School District criteria of Administrative Reg 6158 is not met.

**Signatures:** We have read and agree with the conditions of this contract.

Applicant's Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student Applicant \_\_\_\_\_ Date \_\_\_\_\_

Coach/Instructor \_\_\_\_\_ Date \_\_\_\_\_

Principal/Designee \_\_\_\_\_ Date \_\_\_\_\_

Asst. Supt. Ed Services \_\_\_\_\_ Date \_\_\_\_\_

**Please attach:**

- \_\_\_ National Rankings
- \_\_\_ Weekly schedule signed by coach
- \_\_\_ Form 6158-9
- \_\_\_ Verification of applicant's participation/competition at a highly competitive or national level for at least one year immediately prior to applying for ISPE.

*Failure to meet these terms may result in forfeiture of the privilege of ISPE.*

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
INDEPENDENT STUDY-PHYSICAL EDUCATION

COACH/INSTRUCTOR RESUME FORM

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

Title/Position \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

Name of Organization President/Representative \_\_\_\_\_

Phone number of above \_\_\_\_\_

Professional Preparation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous Positions/Assignment/Employment \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Membership in Professional Organizations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information you feel is pertinent \_\_\_\_\_

\_\_\_\_\_

Credentials/Licenses Held \_\_\_\_\_

\_\_\_\_\_

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

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
INDEPENDENT STUDY-PHYSICAL EDUCATION (ISPE)

WAIVER, RELEASE, AND INDEMNITY AGREEMENT:  
ASSUMPTION OF RISK FOR PARTICIPATION IN ISPE PROGRAM

Student \_\_\_\_\_ School \_\_\_\_\_  
Description of Sport / Activity \_\_\_\_\_  
Date(s) of Sport / Activity \_\_\_\_\_ Location \_\_\_\_\_

**Transportation:** Transportation arrangements are the sole responsibility of the parent/guardian.  
**Supervision:** The voluntary ISPE is part of the curriculum of the Los Alamitos Unified School District; however, when participants are at the activity location, there will be no District supervision whatsoever.

By my signature below, I hereby give permission for my son/daughter to participate in the Los Alamitos Unified School District's ISPE as outlined above. I understand that this activity could cause serious illness and/or injury or death, and I assume all risks for any such illness and/or injury or death. I am aware of the transportation arrangements for this activity and acknowledge that the school is providing no transportation; the parent has complete and sole responsibility for all transportation arrangements. I am aware that the District does not provide coverage for medical treatment or liability in connection with this activity.

For and in consideration of permitting the above-named student to participate in the activity described above, the undersigned hereby voluntarily releases, discharges, waives, and relinquishes any and all actions or causes of action for personal injury, bodily injury, property damage, or wrongful death occurring to him/herself arising in any way whatsoever as a result of engaging in said activity or any activities incidental thereto wherever or however the same may occur and for whatever period said activities may continue. The undersigned does for him/herself, his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, bodily injury, property damage, or wrongful death against the Los Alamitos Unified School District (District) or any of its officers, agents, servants, or employees for any of said causes of action, whether the same shall arise by the negligence of any of said persons, or otherwise.

I fully understand that participants are to abide by all rules and regulations governing conduct during this activity. Any violation of these rules and regulations may result in that individual not being allowed to participate in the activity.

The undersigned hereby acknowledges that he/she knowingly and voluntarily assumes all risks of bodily injury to his/her child, as stated, and expressly acknowledges their intention, by executing this instrument, to exempt and relieve the District, its officers, agents, and employees, from any liability for personal injury, bodily injury, property damage or wrongful death that may arise out of or in any way be connected with the above-described activity. I have read the foregoing and have voluntarily signed this agreement. I am aware of the potential risks involved in this activity and I am fully aware of the legal consequences of signing this instrument. I further acknowledge that the District does not provide liability insurance for this program, nor does the District provide medical coverage for participants in this activity.

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

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Parent/Guardian Name (Please print)

\_\_\_\_\_  
Date Phone Number

\_\_\_\_\_  
Address

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



**LOS ALAMITOS UNIFIED SCHOOL DISTRICT**  
**INDEPENDENT STUDY – PHYSICAL EDUCATION (ISPE)**

**INDIVIDUAL PLAN**

(To be completed by the parent/guardian, coach/instructor and student)

Student Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

School Year \_\_\_\_\_ School Attended \_\_\_\_\_ Grade in 24-25 \_\_\_\_\_

Sport/Activity \_\_\_\_\_

Name of Coach/Instructor \_\_\_\_\_

Group/Club Affiliation \_\_\_\_\_

Group/Club's website \_\_\_\_\_

Reason(s) for requesting ISPE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Intermediate and long-range goals must reflect specific California PE standards. Standards can be found on the District ISPE website. <https://www.losal.org/departments/educational-services/independent-study-pe-ispe>**

Please list a minimum of three long-range goals which are aligned with the *California Framework in Physical Education* and the California Physical Education standards:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list a minimum of three intermediate goals which are aligned with the *California Framework in Physical Education* and the California Physical Education standards:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Timeline for the achievement of the goal(s) and completion of the contract:

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Detailed schedule or list of daily activities by which the student will achieve the listed intermediate and long-range goal(s). The students weekly schedule must be signed by the coach.

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Name of coach/instructor/trained specialist who will be providing instruction:

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Title of person listed above: \_\_\_\_\_

Plan completed by: \_\_\_\_\_  
Student's Signature Parent/Guardian Signature

Plan completed by: \_\_\_\_\_  
Coach/Instructor's Signature Principal's/Asst. Principal's Signature

Plan approved by ISPE review team: ☐ Yes ☐ No

\_\_\_\_\_  
Signature of Assistant Superintendent of Educational Services or Designee

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

Time Frame	Monday	Tuesday	Wednesday	Thursday	Friday
Total Hours					
Total Hours Per Week					

Practice/Training Organization/Facility: \_\_\_\_\_

Coach Phone Contact: \_\_\_\_\_

Plan completed by: \_\_\_\_\_

Coach/Instructor's Signature \_\_\_\_\_

Supervisory Coach/Instructor (please print): \_\_\_\_\_

Coach Email Contact: \_\_\_\_\_

**Policy 6158: Independent Study**

**Status:** ADOPTED

**Original Adopted Date:** 08/18/2015 | **Last Revised Date:** 10/25/2022 | **Last Reviewed Date:** 10/25/2022

The Governing Board authorizes independent study as an optional alternative instructional strategy for 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 to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered for short- or long-term placements, on a full-time or part-time basis, and/or in conjunction with part- or full-time classroom study.

The Board shall hold a public hearing when considering the scope of its existing or prospective use of independent study as an instructional strategy, its purposes in authorizing independent study, and factors bearing specifically on the maximum realistic lengths of assignments and acceptable number of missed assignments for specific populations of students or adult education students. (Education Code 51747; 5 CCR 11701)

The Superintendent or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

Student participation in independent study shall be voluntary and no student shall be required to participate. (Education Code 51747, 51749.5, 51749.6)

Independent study for each student shall be under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

The minimum period of time for any independent study option shall be three consecutive school days. (Education Code 46300)

**General Independent Study Requirements**

The Superintendent or designee may offer and approve independent study for an individual student upon determining that the student is prepared to meet the district's requirements for participation and is likely to succeed as well as or better than the student would in the regular classroom setting.

The minimum instructional minutes shall be the same for all students at each school including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of programs. When necessary, based on the specific circumstances of the student's approved program, the Superintendent or designee may allow for a longer period of time between the date an assignment is made and when it is due. However, in no event shall the due date of an assignment be extended beyond the termination date specified in the student's written agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060.
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments.
3. Learning of required concepts, as determined by the supervising teacher.
4. Progress towards successful completion of the course of study or individual course, as determined by the



## **Master Agreement**

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

For student participation for 15 school days or more, a signed written agreement shall be obtained before the student begins independent study. For student participation of less than 15 school days, a signed written agreement shall be obtained within ten school days of the first day of the student's enrollment. (Education Code 46300, 51747)

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but is not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The manner, time, frequency, and place for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic 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 that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work.
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, 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 school year.
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate.
9. In the case of a suspended or expelled 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.
10. Before the commencement of independent study projected to last for 15 school days or more, or within ten school days of the first day of enrollment for independent study for less than 15 school days, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under 18 years of age, the certificated employee responsible for the general supervision of independent study, and for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student.

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The parent/guardian's signature on the agreement shall constitute permission for the student to receive instruction through independent study.

## **Course-Based Independent Study**

Should the District offer a course-based independent study program for students in grades K-12, the course-based

independent study program shall be subject to the following requirements: (Education Code 51749.5)

1. A signed learning agreement shall be completed and on file for each participating student, pursuant to Education Code 51749.6.
2. Courses shall be taught under the general supervision of certificated employees who hold the appropriate subject matter credential and are employed by the district or by another district, charter school, or county office of education with which the district has a memorandum of understanding to provide the instruction.
3. Courses shall be annually certified by Board resolution to be of the same rigor and educational quality and to provide intellectual challenge that is substantially equivalent to in-person, classroom-based instruction, and shall be aligned to all relevant local and state content standards. For high schools, this shall include access to all courses offered by the district for graduation and approved by UC or CSU as creditable under the A-G admissions criteria. The certification shall, at a minimum, include the duration, number of equivalent daily instructional minutes for each school day that student is enrolled, number of equivalent total instructional minutes, and number of course credits for each course, consistent with that of equivalent classroom-based courses. The certification shall also include plans to provide opportunities throughout the school year, for all students in transitional kindergarten, kindergarten, and grades 1-3 to receive daily synchronous instruction, for all students in grades 4-8, to receive both daily live interaction and at least weekly synchronous instruction, and for all students in grades 9-12 to receive at least weekly synchronous instruction.
4. Students enrolled in independent study courses shall meet the applicable age requirements established pursuant to Education Code 46300.1, 46300.4, 47612, and 47612.1, and the applicable residency and enrollment requirements established pursuant to Education Code 46300.2, 47612, 48204, and 51747.3.
5. For each student participating in an independent study course, satisfactory educational progress shall be determined based on the student's achievement and engagement in the independent study program as indicated by the student's performance on applicable student-level measures of student achievement and engagement set forth in Education Code 52060, completion of assignments, assessments, or other indicators that evidence that the student is working on assignments, learning of required concepts, as determined by the supervising teacher, and progress toward successful completion of the course of study or individual course, as determined by the supervising teacher.

If satisfactory educational progress in one or more independent study courses is not being made, the teacher providing instruction shall notify the student and, if the student is under 18 years of age, the student's parent/guardian. The teacher shall conduct an evaluation to determine whether it is in the student's best interest to remain in the course or whether the student should be referred to an alternative program, which may include, but is not limited to, a regular school program. A written record of the evaluation findings shall be treated as a mandatory interim student record maintained for three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.

Procedures for tiered reengagement strategies shall be used for all students who are not making satisfactory educational progress in one or more courses or who are in violation of the written learning agreement, as described in the section "Learning Agreement for Course-Based Independent Study" below. These procedures shall include, but are not necessarily limited to, the verification of current contact information for each enrolled student, a plan for outreach from the school to determine student needs, including connection with health and social services as necessary, and a clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being.

6. Examinations shall be administered by a proctor.
7. Statewide testing results shall be reported and assigned to the school at which the student is enrolled and shall be included in the aggregate results of the district. Test results also shall be disaggregated for purposes of comparisons with the test results of students enrolled in classroom-based courses.
8. A student shall not be required to enroll in courses included in the course-based independent study program.
9. The student-teacher ratio in the courses in this program shall meet the requirements of Education Code 51745.6.
10. For each student, the combined equivalent daily instructional minutes for courses in this program and all other courses shall meet applicable minimum instructional day requirements, and the student shall be offered the minimum annual total equivalent instructional minutes pursuant to Education Code 46200-46208.

11. Courses required for high school graduation or for admission to UC or CSU shall not be offered exclusively through independent study.
12. A student participating in this program shall not be assessed a fee that is prohibited by Education Code 49011.
13. A student shall not be prohibited from participating in independent study solely on the basis that the student does not have the materials, equipment, or access to Internet connectivity necessary to participate in the course.
14. A student with disabilities, as defined in Education Code 56026, may participate in course-based independent study if the student's individualized education program specifically provides for that participation.
15. A temporarily disabled student shall not receive individual instruction pursuant to Education Code 48206.3 through course-based independent study.
16. The district shall maintain a plan to transition any student whose family wishes to return to in-person instruction from course-based independent study expeditiously, and, in no case, later than five instructional days.

#### **Learning Agreement for Course-Based Independent Study**

Before enrolling a student in a course within a course-based independent study program, the Superintendent or designee shall provide the student and, if the student is under age 18 years, the student's parent/guardian with a written learning agreement that includes all of the following: (Education Code 51749.6)

1. A summary of the district's policies and procedures related to course-based independent study pursuant to Education Code 51749.5.
2. The duration of the enrolled course(s) and the number of course credits for each enrolled course, consistent with the Board certifications made pursuant to Item #3 of the Course-Based Independent Study section above.
3. The duration of the learning agreement, which shall not exceed a school year or span multiple school years.
4. The learning objectives and expectations for each course, including, but not limited to, a description of how satisfactory educational progress is measured and when a student evaluation is required to determine whether the student should remain in the course or be referred to an alternative program, which may include, but is not limited to, a regular school program.
5. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work.
6. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
7. A statement that enrollment is an optional educational alternative in which no student may be required to participate. In the case of a suspended or expelled 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 course-based independent study only if the student is offered the alternative of classroom instruction.
8. The manner, time, frequency, and place for submitting a student's assignments, for reporting the student's academic progress, and for communicating with a student's parent/guardian regarding a student's academic progress.
9. The objectives and methods of study for the student's work, and the methods used to evaluate that work.
10. A statement of the adopted policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in course-based independent study.
11. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the learning agreement, to be earned by the student upon completion.
12. Before the commencement of an independent study course projected to last for 15 school days or more, or



within ten school days of the first day of enrollment for an independent study course projected to last less than 15 school days, the learning agreement shall be signed and dated by the student, and by the student's parent/guardian or caregiver if the student is less than 18 years of age, the certificated employee responsible for the general supervision of the independent study course, and as applicable for students with disabilities, the certificated employee designated as having responsibility for the special education programming of the student. For purposes of this paragraph "caregiver" means a person who has met the requirements of Family Code 6550-6552.

Learning agreements may be signed using an electronic signature that complies with state and federal standards, as determined by CDE. (Education Code 51749.6)

A signed learning agreement from a parent/guardian of a student who is less than 18 years of age shall constitute the parent/guardian's permission for the student to receive instruction through course-based independent study. (Education Code 51749.6)

Upon the request of a student's parent/guardian, and before signing a learning agreement as described above, the district shall conduct a telephone, videoconference, or in-person student-parent-educator conference, or other meeting during which the student, parent/guardian, and, if requested by the parent/guardian, an advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51749.6)

#### **Student-Parent-Educator Conferences**

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or, if requested by a parent/guardian, prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

#### **Records**

The Superintendent or designee shall ensure that records are maintained for audit purposes.

These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study.
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education.
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's signed or initialed and dated notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher.
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons.
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5).
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a district employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5).

The district shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program. A student who does not participate in scheduled live interaction or synchronous instruction shall be documented as nonparticipatory for that school day. (Education Code 51747.5).

The Superintendent or designee shall also maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each

student for independent study assignments. (Education Code 51747.5).

Signed written and supplemental agreements, assignment records, work samples, and attendance records may be maintained as an electronic file in accordance with Education Code 51747 and 51749.6, as applicable.

#### **Program Evaluation**

The Superintendent or designee may annually report to the Board the number of district students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Superintendent may determine areas for program improvement as needed.

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**Regulation 6158: Independent Study**

**Status:** ADOPTED

**Original Adopted Date:** 10/01/2015 | **Last Revised Date:** 03/24/2023 | **Last Reviewed Date:** 03/24/2023

**Definitions**

*Live interaction* means interaction between the student and classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in-person, or in the form of Internet or telephonic communication. (Education Code 51745.5)

*Student-parent-educator conference* means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to Education Code 51747 or the written learning agreement pursuant to Education Code 51749.6. (Education Code 51745.5)

*Synchronous instruction* means classroom-style instruction or designated small group or one-on-one instruction delivered in-person, or in the form of Internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by a teacher or teachers of record for that student pursuant to Education Code 51747.5 or the certificated employee providing instruction for course-based independent study. (Education Code 51745.5)

**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
2. Individualized study in a particular area of interest or in a subject not currently available in the regular school curriculum
3. Continuing and special study during travel
4. Volunteer community service activities and leadership opportunities that support and strengthen student achievement
5. Individualized study for a student whose health, as determined by the student's parent/guardian, would be put at risk by in-person instruction or for a student who is unable to attend in-person instruction due to a quarantine due to exposure to, or infection with, COVID-19, pursuant to local or state public health guidance

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

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

**Equivalency**

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction to enable participating students to complete the district's adopted course of study within the customary timeframe. Students in independent study shall have access to the same services and resources that are available to other students in the school and shall have equal rights and privileges. (5 CCR 11700, 11701.5)



Students participating in independent study shall have access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work. (Education Code 51747)

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. Providing access to Internet connectivity and district-owned devices adequate to participate in an independent study program and complete assigned work consistent with Education Code 51747, or to participate in an independent study course, as authorized by Education Code 51749.5, shall not be considered funds or other things of value. (Education Code 46300.6, 51747.3)

### **Eligibility for Independent Study**

To participate in independent study, a student shall be enrolled in a district school. (Education Code 51748)

The Superintendent or designee may approve the participation of a student who demonstrates the motivation, commitment, organizational skills, and academic skills necessary to work independently provided that experienced certificated staff are available to effectively supervise students in independent study. The Superintendent or designee may also approve the participation of a student whose health would be put at risk by in-person instruction. A student whose academic performance is not at grade level may participate in independent study only if the program is able to provide appropriate support, such as supplemental instruction, tutoring, counseling, ongoing diagnostic assessments, and/or differentiated materials, to enable the student to be successful. For an elementary student, the Superintendent or designee may consider the parent/guardian's level of commitment to assist the student.

A student participating in independent study must be a resident of the county or an adjacent county. 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 46300.2, 51747.3)

A student with disabilities, as defined in Education Code 56026, may participate in independent study if the student's individualized education program (IEP) specifically provides for such participation. If a parent/guardian of a student with disabilities requests independent study because the student's health would be put at risk by in-person instruction, the student's IEP team shall make an individualized determination as to whether the student can receive a free appropriate public education (FAPE) in an independent study placement. A student's inability to work independently, need for adult support, or need for special education or related services shall not preclude the IEP team from determining that the student can receive FAPE in an independent study placement. (Education Code 51745)

In addition, any student with disabilities who receives services from a nonpublic, nonsectarian school through a virtual program may be permitted to participate in independent study if the student's IEP team determines that FAPE can be provided to the student by means of the virtual program and other conditions of law are satisfied.

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

Except for students participating in independent study due to an emergency as described in Education Code 41422 and 46392 and pregnant and parenting students who are the primary caregiver for their child(ren), no more than 10 percent of the students enrolled in a continuation high school or opportunity school or program shall be enrolled in independent study. (Education Code 51745)

### **Monitoring Student Progress**

The independent study administrator and/or supervising teacher shall promptly and directly address any failure by the student to meet the terms of the student's 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
4. An increase in the amount of time the student works under direct supervision

When the student has failed to make satisfactory educational progress or missed the number of assignments specified in the written agreement as requiring an evaluation, the Superintendent or designee shall conduct an evaluation to determine whether independent study is in the student's best interest. This evaluation may result in termination of the independent study agreement and the student's return to the regular classroom program or other alternative program. (Education Code 51747, 51749.5; 5 CCR 11701)

A written record of the findings of any such evaluation shall be treated as a mandatory interim student record which shall be maintained for three years from the date of the evaluation, and if the student transfers to another public school in California, the record shall be forwarded to that school. (Education Code 51747, 51749.5)

#### **Responsibilities of Independent Study Administrator**

The responsibilities of the independent study administrator include, but are not limited to:

1. Recommending certificated staff to be assigned as independent study teachers at the required teacher-student ratios pursuant to Education Code 51745.6 and supervising staff assigned to independent study functions who are not regularly supervised by another administrator
2. Approving or denying the participation of students requesting independent study
3. Facilitating the completion of written independent study agreements
4. Ensuring a smooth transition for students into and out of the independent study mode of instruction
5. Approving all credits earned through independent study
6. Completing or coordinating the preparation of all records and reports required by law, Board policy, or administrative regulation

#### **Assignment and Responsibilities of Independent Study Teachers**

Each student's independent study shall be coordinated, evaluated, and carried out under the general supervision of a district employee who possesses a valid certification document pursuant to Education Code 44865 or emergency credential pursuant to Education Code 44300, registered as required by law, and who consents to the assignment. (Education Code 44865, 51747.5; 5 CCR 11700)

The ratio of student average daily attendance for independent study students age 18 years or younger to full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio for all other education programs in the district, unless a new higher or lower ratio for all other educational programs offered is negotiated in a collective bargaining agreement or the district enters into a memorandum of understanding that indicates an existing collective bargaining agreement contains an alternative ratio. (Education Code 51745.6)

The responsibilities of the supervising teacher shall include, but are not limited to:

1. Completing designated portions of the written independent study agreement and signing the agreement
2. Supervising and approving coursework and assignments
3. Maintaining records of student assignments showing the date the assignment is given and the date the assignment is due
4. Maintaining a daily or hourly attendance register in accordance with Item #4 in the section on "Records" in the accompanying Board policy
5. Providing direct instruction and counsel as necessary for individual student success
6. Regularly meeting with the student to discuss the student's progress
7. Determining the time value of assigned work or work products completed and submitted by the student
8. Assessing student work and assigning grades or other approved measures of achievement
9. Documenting each student's participation in live interaction and/or synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which live interaction or synchronous instruction is provided as part of the independent study program

#### **Independent Study – Physical Education (ISPE)**

This program is available to students who are engaged in a district recognized and approved preparation program for national, international or Olympic-level competition. Verification of the applicant's abilities or achievements is required.

1. A program of Independent Study - Physical Education (ISPE) shall be based on the individual needs of a student as specified in an individual plan and contract which is aligned with the *California Framework in Physical Education* and the California Physical Education standards.
2. The individual plan which shall be developed in partnership with the instructors/coaches, and student shall include:
  - a. A statement outlining the student's reasons for requesting ISPE.
  - b. A statement of the student's long range goal(s), which is/are aligned with the *California Framework in Physical Education* and the California Physical Education standards.
  - c. A statement of intermediate goal(s) which is/are aligned with the *California Framework in Physical Education* and the California Physical Education standards.
  - d. A timeline for the achievement of the goals and completion of the contract.
  - e. A statement of list of the daily activities by which the student will achieve the listed intermediate goals.
  - f. A statement of the manner in which the listed daily activities will be evaluated.
  - g. The name, title, and qualifications of the coach, trained specialist, or instructor who will provide instruction.
  - h. Instruction/practice must take place in a licensed facility under direct supervision of a credentialed or otherwise qualified instructor.
  - i. Verification of the applicant's abilities or achievements is required. Student must have reached a level of ability that could qualify them as national level or Olympic athlete.
  - j. The instructor must complete a monthly log verifying instruction and progress on long and short range goals. A Performance Evaluation Report must be signed and submitted on a quarterly basis.



- k. Parents/guardians must sign a release of liability allowing students to leave campus. The parents/guardians assume full responsibility and liability for the transportation and safety while the student is off campus participating in the approved activity.
  - l. In order to continue in ISPE, the student must maintain verification of a 2.0 overall grade point average (GPA) or better in the semester prior to approval of ISPE as well as ongoing.
  - m. The signatures of the student, student's parents or guardian and the trained specialist(s) or any person other than school staff who will be supervising or instructing the student.
  - n. Approval of the Independent Study Review Team.
- 3. The Assistant Superintendent of Educational Services or his/her designee is responsible for the Independent Study - Physical Education program.
- 4. The district and school shall maintain an Independent Study - Physical Education file for each student in the program. That file shall include, but not be limited to, the following:
  - a. A copy of the Board Policy, Rules and Regulations and Procedures related to the program.
  - b. A copy of all contracts or agreements pertaining to the student.
- 5. Students participating in this program shall spend a **minimum of twelve (12) hours per week** (Mon-Fri) in physical training (excluding competition or performances) for a period of time of not less than eighteen (18) weeks per semester (a total of 234 hours per semester).
- 6. At Los Alamitos High School, students in grades 9-12 participating in this program may earn five (5) units of graduation credit for physical education per semester. A limit of twenty (20) units of credit in physical education may be earned and applied in this program toward graduation requirements during the four years of high school.
- 7. A grade of pass or fail shall be issued by the principal's designee who is a credentialed teacher and shall be based upon an evaluation of the information supplied by the student's coach, instructor or trained specialist.
- 8. Students may not take ISPE and regular physical education simultaneously.
- 9. Students in grades 6-12 participating in this program must maintain a record of no less than a 2.0 overall semester grade point average.
- 10. Failure on the part of the student, parents, coach or instructor to meet any terms of the contract or the student's Individual Plan may result in the forfeiture of the privilege of the program and students will be scheduled a period of Physical Education.
- 11. Students in grade 7 and grade 9 taking ISPE shall complete the State Physical Fitness Test on their campus of attendance. The student's participation in said testing shall occur during regular school hours, during the State-required annual assessment window, and may require the student to be pulled from other classes in order to complete State Physical Fitness Testing.

#### Procedures for Independent Study - Physical Education

- 1. This Independent Study Program applies to students in grades 6-8 and students in comprehensive high school grades 9-12 who are engaged in a district recognized and approved preparation program for national, international, or Olympic level competition.
  - a. The maximum length of the contract for this program is for one (1) school year.
  - b. The contract may be renewed yearly by re-application no later than 15 days (grades 6-12) before the semester that the request is being made will begin.
  - c. An individual plan must be completed, and all signatures must be obtained for program approval.
  - d. All conditions of the contract must be completed before a pass or fail grade and credit for the program may be issued.
  - e. Failure to meet the conditions of the contract shall result in a review and potential drop from the program and a loss of credit for the semester in progress.

- f. Students must have at least one year of high level competitive experience in the program for which they are participating in fulfill their P.E. requirement.  
\* High level competitive experience can be defined as national, international, and/or Olympic caliber.

## 2. Individual Plan for Independent Study - Physical Education

- a. Student obtains forms for the plan from the school principal or designee.
- b. Student, parent or guardian and coach, instructor or trained specialist complete all sections of the plan.
- c. The Individual Plan is presented to the principal or designee for signature at least fifteen (15) working days before the beginning of the semester in which the independent study is requested. (The principal's or designee's signature indicates the plan meets all conditions of this Independent Study Program.)
- d. The principal shall forward the plan to the Assistant Superintendent of Educational Services or designee for review, approval or denial by the Independent Study Review Team.
- e. The Assistant Superintendent or designee shall sign the plan and inform the school of program acceptance.
- f. The principal or designee shall communicate information regarding acceptance or denial to the applicant.
- g. The student's school class schedule shall be adjusted appropriately as possible within the schedule limitations of the school.
- h. The accepted student shall begin the program and complete all requirements.
- i. One (1) copy of the plan shall be returned to the parent/student, one (1) copy shall be retained in the principal's or designee's office, and one (1) copy shall be retained at the District Office.

## 3. Contract

- a. Student, parent/guardian, and coach, instructor, or trained specialist must read and sign the contract.
- b. The contract is presented to the school principal or designee for signature and for information only.
- c. The principal or designee shall forward the contract to Assistant Superintendent of Educational Services or designee for approval or denial and signature.
- d. The Assistant Superintendent or designee shall communicate information regarding acceptance or denial to the applicant.
- e. One (1) copy of the contract shall be returned to the parent/guardian, and one (1) copy shall be retained in the principal's or designee's office.

## 4. Daily Log of Activities

- a. The log shall be maintained by the coach, instructor, or trained specialist.
- b. The log shall accurately reflect the student's daily activities.
- c. The log shall accurately reflect the student's daily attendance record.
- d. The log shall accurately reflect the number of hours the student is involved in work-out or practice daily.
- e. The log shall be reviewed for accuracy and authenticity by the coach or instructor prior to signature.
- f. The log shall not be signed by any person other than the coach or instructor approved in the contract.
- g. The log shall be submitted to the principal's designee at the end of each month.
- h. The log must indicate long range and intermediate goals aligned with the *California Framework in Physical Education* and the California Physical Education standards.
- i. Failure to complete and submit the log may result in a review and termination of the program.
- j. One (1) copy of each of the log sheets submitted should be retained by the coach or instructor and parent/student.

## 5. Attendance

- a. The student's attendance in the school shall not be affected by this program.
- b. The student shall have daily attendance in the approved program unless excused for reason accepted by the school for excused absences.

- c. Students in grades 6-8 shall be assigned six (6) regular classes plus one (1) Independent Study Class, and students in grades 9-12 shall be assigned five (5) regular classes plus one (1) Independent Study Class.
  - (1) The Independent Study - Physical Education class may be assigned:
    - a. Grades 6-8 period 1 or period 7.
    - b. Grades 9-12 period 1 or period 6.
  - (2) The arrangements for the use of time during this Independent Study-Physical Education period will be the responsibility of the principal or designee.
- d. The student's daily attendance in the program shall be verified by the coach's or instructor's signature on the daily log.

#### 6. Intermediate and Long Range Goals

- a. It is required that statements be submitted outlining the student's long range and intermediate goals that are aligned with the *California Framework in Physical Education* and the California Physical Education standards.
- b. These statements shall be a part of the student's individual plan.

#### 7. Daily Activities

- a. The instructor/coach shall be required to submit a statement outlining the daily activities by which the student will achieve the listed long range and intermediate goals.
  - (1) These activities shall be supervised by a coach, instructor or trained specialist.
  - (2) These activities shall be reflected in the student's daily log and shall be a part of the student's individual plan.
- b. Students shall spend a minimum of eighteen (18) weeks per semester, a total of 2234 hours, in daily physical activities related to the program.
- c. Students shall spend a minimum of twelve (13) hours per week in the daily physical activities related to the program.

#### 8. Qualifications of Coach, Instructor or Trained Specialist

- a. The coach, instructor or trained specialist of a program considered for approval shall be required to submit to the site designee, a resume of qualifications.
- b. The resume shall include, but not be limited to, the following:
  - (1) Name and title
  - (2) Address
  - (3) Telephone number
  - (4) Name of organization representative or president
  - (5) Telephone number of organization
  - (6) Website of organization
  - (7) Proof of national and/or international coaching status
  - (8) Previous similar positions held
  - (9) Professional organizations or affiliations
  - (10) Additional information (i.e. past competitive experience of coach)
  - (11) Credentials/licenses held

#### 9. Evaluation

- a. Students shall be evaluated each semester.
  - (1) The evaluation shall be made by the coach, instructor or trained specialist and the principal or designee.
  - (2) The evaluator shall use the following as a basis for evaluation:
    - Daily Log of Activities
    - Participant Evaluation Form
  - (3) The required evaluation form must be submitted to the principal or designee one week prior to the end of the semester.

#### 10. Grades

- a. Students will be assigned a grade of pass or fail for each of the grading periods (first, second, third and fourth report periods and first and second semesters).
- b. Students will be assigned a grade of pass or fail based upon the items enumerated in the Participant Evaluation Form and the Daily Activities Log.
- c. The coach, instructor or trained specialist who works directly with the student will have input on the grade.
- d. The principal or designee will be directly responsible for the assignment of the student's grades.
- e. The school registrar or clerk will post the grade on the student's permanent record.

#### 11. Credit

- a. Students in grades 9-12 participating in this program may earn up to twenty (20) units of graduation credit for physical education during their four years of comprehensive high school.
- b. Failure to complete and submit the daily logs and evaluation forms as required or failure to meet the required twelve (12) hours per week of instruction may result in a drop from the program and a loss of credit for the semester in progress.

The Superintendent or designee shall ensure that independent study teachers have access to professional development and support comparable to classroom-based teachers.

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#### **Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

#### **State**

5 CCR 11700-11705

Ed. Code 17289

Ed. Code 41020

Ed. Code 41422

Ed. Code 42238

Ed. Code 42238.05

Ed. Code 44865

Ed. Code 46100

Ed. Code 46200-46208

Ed. Code 46300-46307.1

Ed. Code 46390-46393

Ed. Code 46600

Ed. Code 47612-47612.1

Ed. Code 47612.5

Ed. Code 48204

Ed. Code 48206.3

Ed. Code 48220

Ed. Code 48340

Ed. Code 48915

Ed. Code 48916.1

Ed. Code 48917

Ed. Code 49011

Ed. Code 51225.3

Ed. Code 51744-51749.6

Ed. Code 52060

Ed. Code 52523

Ed. Code 56026

Ed. Code 58500-58512

Fam. Code 6550-6552

#### **Federal**

#### **Description**

Independent study

Exemption for facilities

Requirement for annual audit

Emergency conditions and apportionments

Revenue limits

Local control funding formula; average daily attendance

Qualifications for independent study teachers

Length of school day

Incentives for longer instructional day and year

Methods of computing average daily attendance

Emergency average daily attendance

Interdistrict attendance computation

Charter School Operation

Charter schools operations; general requirements

Residency requirements for school attendance

Home or hospital instruction; students with temporary disabilities

Classes of children exempted

Improvement of pupil attendance

Expulsion; particular circumstances

Educational program requirements for expelled students

Suspension of expulsion order

Student fees

High school graduation requirements

Independent study

Local Control and Accountability Plan

Adult education as supplement to high school curriculum; criteria

Individual with exceptional needs

Alternative schools and programs of choice

Caregivers

#### **Description**

20 USC 6301	Highly qualified teachers
20 USC 6311	State plan
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	Legal Requirements for Independent Study
California Department of Education Publication	Conducting Individualized Determinations of Need
California Department of Education Publication	2021-22 AA & IT Independent Study FAQs
California Department of Education Publication	California Digital Learning Integration and Standards Guidance, May 2021
California Department of Education Publication	Elements of Exemplary Independent Study
Court Decision	Modesto City Schools v. Education Audits Appeal Panel (2004) 123 Cal.App.4th 1365
Education Audit Appeals Panel Publication	Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting
Website	<a href="#">CSBA District and County Office of Education Legal Services</a>
Website	<a href="#">California Consortium for Independent Study</a>
Website	<a href="#">California Department of Education, Independent Study</a>
Website	<a href="#">Education Audit Appeals Panel</a>

#### Cross References

<b>Code</b>	<b>Description</b>
0410	<a href="#">Nondiscrimination In District Programs And Activities</a>
0420.4	<a href="#">Charter School Authorization</a>
0420.4	<a href="#">Charter School Authorization</a>
0470	<a href="#">COVID-19 Mitigation Plan</a>
0500	<a href="#">Accountability</a>
3260	<a href="#">Fees And Charges</a>
3260	<a href="#">Fees And Charges</a>
3516.5	<a href="#">Emergency Schedules</a>
3580	<a href="#">District Records</a>
3580	<a href="#">District Records</a>
4112.2	<a href="#">Certification</a>
4112.2	<a href="#">Certification</a>
4131	<a href="#">Staff Development</a>
5111.1	<a href="#">District Residency</a>
5111.1	<a href="#">District Residency</a>
5112.3	<a href="#">Student Leave Of Absence</a>
5112.3	<a href="#">Student Leave Of Absence</a>
5113	<a href="#">Absences And Excuses</a>
5113	<a href="#">Absences And Excuses</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5113.1	<a href="#">Chronic Absence And Truancy</a>
5121	<a href="#">Grades/Evaluation Of Student Achievement</a>
5121	<a href="#">Grades/Evaluation Of Student Achievement</a>
5125	<a href="#">Student Records</a>
5125	<a href="#">Student Records</a>
5126	<a href="#">Awards For Achievement</a>
5126	<a href="#">Awards For Achievement</a>
5141.22	<a href="#">Infectious Diseases</a>
5141.22	<a href="#">Infectious Diseases</a>



5141.31	<u>Immunizations</u>
5141.31	<u>Immunizations</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5144.1	<u>Suspension And Expulsion/Due Process</u>
5146	<u>Married/Pregnant/Parenting Students</u>
5147	<u>Dropout Prevention</u>
6000	<u>Concepts And Roles</u>
6011	<u>Academic Standards</u>
6111	<u>School Calendar</u>
6112	<u>School Day</u>
6112	<u>School Day</u>
6142.4	<u>Service Learning/Community Service Classes</u>
6143	<u>Courses Of Study</u>
6143	<u>Courses Of Study</u>
6146.1	<u>High School Graduation Requirements</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6152	<u>Class Assignment</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6162.5	<u>Student Assessment</u>
6162.51	<u>State Academic Achievement Tests</u>
6162.51	<u>State Academic Achievement Tests</u>
6164.5	<u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u>
6172	<u>Gifted And Talented Student Program</u>
6172	<u>Gifted And Talented Student Program</u>
6181	<u>Alternative Schools/Programs Of Choice</u>
6181	<u>Alternative Schools/Programs Of Choice</u>
6183	<u>Home And Hospital Instruction</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>
6185	<u>Community Day School</u>
6185	<u>Community Day School</u>
6200	<u>Adult Education</u>
6200	<u>Adult Education</u>