

Newhall School District

INSTRUCTION

R 6158

Independent Study (IS) (Short Term)

1. Independent Study shall be for the duration of 5 days or longer. For attendance purposes, students on Independent Study will be counted as present when the following procedures are followed.
2. Students and parents meet with the classroom teacher to define program and a short-term IS contract is written and executed.
3. The classroom teacher will review the student work upon completion of the contract, account for minutes/hours of instruction, sign off assignment sheets, substantiate attendance records, and submit representative samples of student work.
4. A written agreement for each IS shall be maintained on file including, but not limited to, the following:
 - a. The manner, time, frequency, and place for submitting a student's assignments and for reporting his/her progress.
 - b. The method used to evaluate the student's work.
 - c. The specific resources, including materials and personnel, which will be made available to the student.
 - d. A statement of the policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work. Assignments are due the first day the student returns to school.
 - e. The duration of the IS agreement. (Not less than 5 days)
 - f. A statement of the major objectives for the course of study and measures of academic accomplishment to be earned by the student.
 - g. A statement that IS is an optional educational alternative in which no student is required to participate.
 - h. Each written agreement shall be signed by the student, the student's parent or guardian, the classroom teacher, and any other persons who have direct responsibility for providing assistance or evaluation. The parent shall receive a copy of the agreement.

Newhall School District

INSTRUCTION

R 6158

Independent Home Study (IHS) (Long Term)

1. Parents interested in placing children in the IHS program start by filling out an Intra-District Open Enrollment Application form.
2. Each parent completes a normal registration packet. A cumulative folder will be started for the student(s).
3. Students and parents meet with the IHS teacher to define program for the semester and an IHS contract is written and executed.
4. IHS programs will start with weekly meetings. Meetings may be biweekly or once a month if the teacher feels the parent is successful and needs less support.
5. The IHS teacher will review the portfolio of student work, account for minutes/hours of instruction, sign off assignment sheets, substantiate attendance records, teach, tutor, or administer circular tests as needed. The teacher works with the parent to set goals for the next instructional segment.
6. A current written agreement for each IHS shall be maintained on file including, but not limited to, the following:
 - a. The manner, time, frequency, and place for submitting a student's assignments and for reporting his/her progress.
 - b. The method used to evaluate the student's work.
 - c. The specific resources, including materials and personnel, which will be made available to the student.
 - d. A statement of the policies regarding the maximum length of time allowed between the assignment and the completion of a student's assigned work, (not to exceed one semester), and the number of missed assignments which will require an evaluation of whether or not the student should be allowed to continue in IHS.
 - e. The duration of the IHS agreement. No IHS agreement will last longer than one semester.
 - f. A statement of the major objectives for the course of study and measures of academic accomplishment to be earned by the student.
 - g. A statement that IS or IHS is an optional educational alternative in which no student is required to

Newhall School District

INSTRUCTION

R 6158

Independent Home Study (IHS) (Long Term) (continued)

participate.

- h. Each written agreement shall be signed by the student, the student's parent or guardian, the classroom teacher (for IS) or the IHS teacher (for IHS), and any other persons who have direct responsibility for providing assistance or evaluation. The parent shall receive a copy of the agreement.

Adopted by the Governing Board: September 6, 1994

Revised: July 11, 2000; March 12, 2002 , October 3, 2017