

**La Canada Unified School District
Independent Study Packet
Physical Education – Grades 7 and 8**

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La Canada Unified School District
Physical Education Independent Study – Grades 7 and 8

Purpose of the Program

The purpose of this program is to provide Physical Education ("PE") options for student athletes who engage in a year-long, organized, competitive sport ("Elite Athletics") requiring at least 15 or more hours of weekly practice and trainings, not including competitions. Engaging in more physical activity at school through regular LCUSD PE classes may create a substantial drain on the student's energy and may result in injury, prohibiting the student from participation in Elite Athletics.

Education Code Section 51222 mandates that all 7th and 8th grade students attend a physical education class for at least 400 minutes every ten (10) days. The LCHS 7/8 administration may provide elite athletes participation in physical education through an independent study program ("Independent Study PE") while still meeting LCUSD's obligation to provide physical education to its students.

Eligible students enrolled in the Independent Study PE will be required to participate in an online PE course approved by the state of California in order to fulfill the state physical education requirement. To that end, LCUSD will assign a teacher who will facilitate Independent Study PE, monitor student progress, and evaluate student progress at the end of the semester. While students enrolled in the Independent Study PE will not be required to perform any physical activity additional to Elite Athletics related to PE, they will still be required to participate in state mandated physical fitness testing.

Administration of the Independent Study PE program shall be consistent with LCUSD's Board Policy and Administrative Regulation No. 6158 (Independent Study).

Enrollment and Independent Study Contract

Prior to an Elite Athlete's enrollment in Independent Study PE, parents must sign a written Independent Study Written Agreement consistent with LCUSD Board Policy and Administrative Regulation No. 6158 (Independent Study).

Parents must submit documentation of a student's participation in Elite Athletics to LCHS 7/8 administration. The required documentation shall be determined by the Independent Study PE Written Agreement. Examples of appropriate documentation may include but not be limited to: coach's letter of verification, videotape of student's performance, and award/place/participation certificates from state, regional or Olympic level competitions.

A new written independent study contract shall be required for each semester.

If a student wishes to participate in Independent Study PE and has a current individualized education program ("IEP") in place, the District shall convene an IEP team meeting to discuss Independent Study PE and the student's educational programming. The IEP team convened to discuss Independent Study PE shall include the currently-assigned

Independent Study PE teacher. If appropriate, the IEP team shall amend the student's IEP so that it specifically provides for such participation.

Grades and Evaluation

The Superintendent has designated Independent Study as a class for which students may, with parent/guardian permission, elect to earn a Pass or Fail grade instead of letter grade, consistent with LCUSD's Board Policy and Administrative Regulation No. 5121 (Grades/Evaluation of Student Achievement).

A student shall earn a "Pass" grade upon successful completion of 60% of the online program, successful completion of participation in Elite Athletics, and a passing score on any required state physical fitness testing. Students who receive a "Pass" grade shall acquire the appropriate semester units of credit for the course. The grade shall not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a "Fail" grade shall not receive credit for taking the course.

If a student with an IEP requests enrollment in Independent Study PE, and parents elect a pass/fail grade, the IEP team shall discuss this election and amend the student's IEP as necessary.

Student's Responsibility

Students enrolled in Independent Study PE will be required to attend the Independent Study Physical Education class in order to complete the online course, complete the course requirements, and turn in required documentation to demonstrate at least 15 hours of weekly training and practice in Elite Athletics. In the event that the student stops participating in Elite Athletics, the student will return to the regular Physical Education program provided by LCUSD.

Parents' Responsibility

Parents must meet with LCHS 7/8 administration to request enrollment for their student in Independent Study PE. The parents must sign the Independent Study Written Agreement and provide all necessary documents as evidence of participation in Elite Athletics. Parents must provide the necessary documentation to the District at least *three weeks* prior to the first day of the semester for which they are requesting Independent Study PE.

Parents shall ensure their student's compliance with teacher expectations to complete the Independent Study PE course, as well as participation in mandatory state fitness testing. The parent will notify the administration if their student no longer participates in Elite Athletics and will comply with administration's direction to re-enroll the student in a regular LCHS 7/8 Physical Education class.

Teacher's Responsibility

The assigned teacher will design and/or facilitate Independent Study PE, monitor student's progress and communicate it to the family as per existing school policy. The teacher will issue a grade to indicate student's completion of the course requirements.

If a student with an IEP requests enrollment in Independent Study PE, the Independent Study PE teacher shall attend any and all IEP team meetings as requested by Administration.

Students With Temporary Disabilities

Independent Study PE will also be available to LCUSD students who experience temporary disabling conditions, and who have documentation from a medical provider stating that the student may not participate in physical activity for a certain duration of time (more than two weeks). In such cases, students shall enroll in the Independent Study PE class in lieu of the regular physical education class for the duration of the doctor's recommendation.

La Canada Unified School District – Board Policy No. 6158 (Independent Study)

The Governing Board authorizes independent study as an optional alternative instructional strategy by which students in grades K-12 and adult education may reach curriculum objectives and fulfill graduation requirements. 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.

The district's independent study option shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students enrolled in independent study to complete the district's adopted course of study within the customary time frame. Students in independent study The Superintendent or designee shall determine that the prospective independent study student understands and is prepared to meet the district's requirements for independent study. Independent study entails a commitment by both the parent/guardian and the student. As the student gets older, he/she assumes a greater portion of the responsibility involved. Independent study may be offered only to students who can achieve in this program as well as or better than they would in the regular classroom.

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

The Board recognizes that independent study may be used as an option to encourage students to remain in school. Teachers should carefully set the duration of independent study assignments, within the limits specified by the Board in order to help identify students falling behind in their work or in danger of failing or dropping out of school.

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

1. For students in grades K-3: 1 week
2. For students in grades 4-8: 2 weeks
3. For students in grades 9-12, 3 weeks continuation and adult education

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

When any student fails to complete consecutive independent study assignments, the Superintendent or designee shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study. Evaluation findings shall be kept in the student's permanent record.

(cf. [5125](#) - Student Records)

Legal Reference:

EDUCATION CODE

[17289](#) Exemption for facilities

[42238](#) Revenue limits

[44865](#) Qualifications for home teachers and teachers in special classes and schools; consent to assignment

[46300-46300.6](#) Methods of computing ADA

[47612.5](#) Independent study in charter schools

[48204](#) Residency based on parent employment

[48206.3](#) Home or hospital instruction; students with temporary disabilities

[48220](#) Classes of children exempted

[48340](#) Improvement of pupil attendance

[48915](#) Expulsion; particular circumstances

[48916.1](#) Educational program requirements for expelled students

[48917](#) Suspension of expulsion order

[51225.3](#) Requirements for high school graduation

[51745-51749.3](#) Independent study programs

[56026](#) Individuals with exceptional needs

FAMILY CODE

[6550](#) Authorization affidavits

CODE OF REGULATIONS, TITLE 5

[11700-11703](#) Independent study

COURT DECISIONS

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

Management Resources:

CDE PUBLICATIONS

Independent Study Operations Manual, 2000 edition

WEB SITES

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

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

Policy LA CANADA UNIFIED SCHOOL DISTRICT

Adopted: July 15, 2003 La Canada Flintridge, California

La Canada Unified School District – Administrative Regulation No. 6158 (Independent Study)

Independent Studies written agreements or contracts will be the responsibility of the school principal or designee. Appropriate activities may include the following:

1. An individualized program, consistent with district goals, that provides for student participation in state or national competition.
2. In-depth research in a specific area of interest.
3. Special assignments extending the content of regular school subjects.
4. Individualized instruction in a subject not currently available in the traditional school curriculum.
5. An individualized program of instruction for students who experience difficulty in adapting to or attending a regular school program.
6. Special instruction for students having difficulty meeting district proficiency standards.
7. Real-life and academic experiences associated with employment.
8. Continuing and special study during travel.
9. Visits to places or events of educational value.
10. Volunteer community service programs.
11. Involvement with individuals in the community in ways that support and strengthen student achievement.

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

(cf. [6146.1](#) - High School Graduation Requirements)

The district shall not provide independent study students and their parents/ guardians with funds or items of value that are not provided for other students and their parents/guardians. (Education Code [46300.6](#), [51747.3](#))

Eligibility

No student shall be required to participate in independent study. (Education Code [51747](#))

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

Full-time independent study shall not be available to students whose district residency status is based on their parent/guardian's employment within district boundaries pursuant to Education Code [48204](#). (Education Code [51747.3](#))

(cf. [5111.12](#) - Residency Based on Parent/Guardian Employment)

No individual with disabilities, as defined in Education Code [56026](#), may participate in independent study unless his/her Individualized Education Program specifically provides for such participation. (Education Code [51745](#))

(cf. [6159](#) - Individualized Education Program)

No temporarily disabled student may receive individual instruction pursuant to Education Code [48206.3](#) by means of independent study. (Education Code [51745](#))

(cf. [6183](#) - Home and Hospital Instruction)

Independent Study Written Agreements

A written independent study agreement shall be executed in writing for each participating student and shall be signed by a certificated representative of the La Canada Unified School District, the student and the student's parents/guardians.

Students who are interested in independent study should contact their school principal. Approval for participation shall be based on the following criteria:

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

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 completion of a student's assigned work as determined by Governing Board policy.
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, as determined by Board policy.
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 accomplishment appropriate to the agreement, to be earned by the student upon completion.
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 parents/guardian, certified employee of the district who has been designated as having responsibility for the general supervision of independent study, and any person who has direct responsibility for providing assistance to the student.

Administration of the Independent Study Option

The use of independent study shall be administered by the principal or designee. His/her responsibilities shall include:

1. Ensuring that independent study occurs in accordance with state law and district policy and regulations.
2. Approving the participating of all students requesting independent study for a period exceeding five school days.
3. Facilitating the completion of independent study written agreements.
4. Approving all credits earned via independent study supervised at a location apart from the student's regular school and forwarding this information to the appropriate school staff so that it becomes part of the student's permanent record.
5. Authorizing the selection of all staff who are assigned to supervise independent study.
6. Supervising any staff assigned to independent study functions who are not regularly supervised by another administrator.
7. Completing or coordinating the preparation of all necessary records and reports.
8. Establishing and maintaining systematically all records required by state regulations for an audit trail of average daily attendance attributed to independent study and reported by the district.
9. Monitoring enrollment in independent study to stay within prescribed limits and maximize income to the district without compromising its educational quality.
10. Developing and managing the budget for independent study.
11. Obtaining and maintaining current information and skills required for the use of independent study that meets established standards for district educational programs.
12. Preparing and submitting reports as required by the Superintendent or Governing Board.
13. Assure a smooth transition into and out of the independent study mode of instruction.

Independent Study Supervising Teachers

1. Teachers who directly supervise independent study on a regular basis will be approved prior to assignment by the independent study administrator.
2. The principal of any school may recommend teachers and students for independent study. The teacher may be the student's regular classroom teacher, particularly when the student is at the elementary level.
3. Independent study teachers shall:
 - a. complete designated portions of the written agreement,
 - b. add additional information when appropriate,
 - c. supervise and approve course work,
 - d. select and save with each agreement representative samples of completed and evaluated student assignments on a monthly basis,

e. sign and complete the agreement when the student has reached his/her objectives or the agreement is terminated, and

f. maintain any required records and files on a current basis.

4. Independent study teachers shall complete a record of student assignments on not less than a monthly basis. The record form shall provide for individual assignments with comments on resources provided to facilitate the completion of each assignment, due date and evaluational comments added when assignments have been completed. Each form shall be consistent with the terms of the written agreement and be signed by student and teacher at the time of the assignment and upon evaluation of the completed work.

5. Independent study teachers shall determine and assign grades or other approved measures of student achievement when appropriate.

Independent Study Records

District records shall identify all students participating in independent study and shall specify the grade level, program placement and school in which each of these students is enrolled.

Each school shall maintain records for the students enrolled in that school.

Records shall include, but not be limited to, the following:

- 1 A copy of the district policy, administrative regulation and procedures pertaining to independent study.
2. A file of all agreements 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 California Department of Education.
5. A record of grades and other evaluations issued to each student for independent study assignments.

Units of credit earned may be applied toward promotion to the next grade or graduation. The high school in which the student is enrolled shall certify independent study students for graduation providing they meet all the requirements. In the event there is a dispute relative to credits given, the parents/guardians and student have a right to appeal per district procedures.

Independent Study Student Privileges, Rights and Responsibilities

The administrator shall incorporate in program procedures the appropriate use of the following strategies with the aim of increasing student achievement as well as reducing and preventing failures to meet the terms and conditions of each written agreement:

1. A letter of concern to student and parent/guardian, if appropriate.
2. A specially scheduled appointment.
3. A special meeting with the teacher and/or counselor.
4. A meeting with the administrator, including the parent/guardian, if appropriate.

5. Placing the student on probation.

6. Increasing the amount of time the student must be on campus or in an equivalent supervised situation.

7. Termination of the agreement and the student's return to a regular classroom program of instruction or other appropriate alternative.

Parents/guardians may appeal decisions according to school district procedures.

Regulation LA CANADA UNIFIED SCHOOL DISTRICT

Approved: July 15, 2003 La Canada Flintridge, California