

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 24 (Rev.)
June 3, 1996

SUBJECT: GUIDELINES FOR ADULT EDUCATION INDEPENDENT STUDY

- I. Background
- II. Scope
- III. Procedures
- IV. Independent Study Agreement

This revision replaces the bulletin of the same number issued February 3, 1995 and reflects changes in state regulated policy in implementing Adult Independent Study programs

I. BACKGROUND

Independent study is an optional alternative instructional strategy for K-12 programs made possible by 1976 legislation (SB 1501 and SB 1591). Subsequent revisions in the law (SB 1563 in 1989) allow the District to offer independent study options to students enrolled in adult education in order to fulfill graduation requirements for the adult high school diploma. Authorization for independent study is found in California Education Code, Article 5.5, Section 51745-51749, and California Code of Regulation, Title 5.

II. SCOPE

Policy stipulated in this bulletin applies to District community adult schools and employment preparation centers providing high school instruction leading to the adult high school diploma.

- A. Independent study provides adult education the opportunity to design a program of study that is responsive to the academic, personal and social needs of individual students. This option allows students the freedom to explore, research and develop skills based on their individual needs and interests by studying outside the regular comprehensive classroom setting. Independent study may be used by students who are motivated to achieve educationally as well as or better through this strategy than they would in the regular classroom.
- B. A student must be willing to complete work independently and to keep scheduled appointments with his or her supervising teacher.
- C. All students enrolled in independent study shall receive appropriate existing services and resources to enable them to complete their independent study successfully and shall receive the same access to all existing services and resources that are available to all other students at the regular adult schools in the District. (EC 51746)
- D. No student shall be required to participate in adult independent study. All students shall also have the alternative of at least one classroom instruction option. (EC 51747)
- E. No temporarily disabled student may receive individual instruction through adult independent study pursuant to Education Code, Section 48206.3.
- F. An individual with exceptional needs as defined in EC 56026 may not enroll in adult independent study unless his or her individualized Education Program (IEP) specifically provides for such enrollment. (EC 51745)
- G. Students who are suspended or expelled from instruction in the District may not be enrolled in adult independent study. Students whose expulsions have been suspended may enroll in adult independent study only if they are also offered the alternative of at least one classroom instruction option. (EC 51747)
- H. The adult independent study by each student shall be coordinated, evaluated, and notwithstanding subdivision (A) of Education Code, Section 46300, shall be under the general supervision of an employee of the school district who possesses a valid certification document pursuant to Section 44865, registered as

required by law. (The principal of the school will designate in writing who this employee is).

I. Staffing

1. The District employee supervising, evaluating, and coordinating independent study must be in possession of an appropriate academic teaching credential as required in an adult learning center.
2. A recommended ratio of supervising teacher to students is 1:5 per assigned teacher hour.
3. The individualized instruction lab teacher may not teach independent study within the same individualized instruction lab (seat time) assignment period.

III. PROCEDURES

A. Enrollment for Adult Students

1. Any adult student may request enrollment in adult study if it is available at the school of attendance
2. Although the adult independent study option is available to students, certain students should be counseled as to whether adult independent study is the appropriate option when they lack the attitudes, skills, and support systems required for success. Recommendation by the supervising teacher will also be considered in choosing the appropriate mode of instruction for the individual student.

B. Enrollment for Concurrent Students

1. Any parent may request enrollment of his or her concurrently enrolled high school student in adult independent study if it is available at the local community adult school, subject to limitations on concurrent education and space availability.
2. In order to maintain the instructional integrity of the adult independent study program, enrollment of concurrent students is restricted by the guidelines delineated in Office of the Associated Superintendent, School Operations, Bulletin No. 25 (Rev.), 2/16/88, Educational Options for Concurrently Enrolled Secondary Students Available through the Division of Adult and Occupational Education and the Senior High Schools Division.

IV. INDEPENDENT STUDY AGREEMENT

- A. A written Master Agreement is required for all students enrolling in adult independent study in the District. The Master Agreement for adult independent study serves as authorization to substitute the student's performance or study for the student's presence in a classroom. (EC 51747).

Prior to the signing of the Master Agreement, the Assistant Principal, Adult Counseling Services, or Principal's designee will implement appropriate screening procedures to ensure that the necessary level of understanding, maturity and preparation exist to meet the conditions of the adult independent study Master Agreement.

The Master Agreement must be maintained on file for three years, and must include, but is not limited to, all of the following: (EC 51747)

1. The approval signatures of the student, the student's parent/guardian if the student is less than 18 years of age or concurrently enrolled, the certificated teacher responsible for the general supervision of adult independent study, and any other persons who have direct responsibility for providing assistance to the pupil.
2. The manner, time, frequency, and place for submitting a pupil's assignment and for reporting his or her progress.
3. The objectives and methods of study for the pupil's work and the method utilized to evaluate the pupil's work.
4. The specific resources which will be made available to the student in order to attain the objectives.
5. A statement reflecting the Board of Education policy that the maximum length of time which may elapse between the time an assignment is made and the date by which the assignment is due shall be four weeks.

6. A statement reflecting the Board of Education policy that the number of missed consecutive assignments which will be allowed before an evaluation is conducted to determine whether it is in the best interest of the student to remain in adult independent study, or whether the student should return to the regular school program, shall be two consecutively missed assignments.
7. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation under the agreement. No independent study agreement shall be valid for any period longer than one semester or one half year for a school on a year-round calendar.
8. A statement of the number of course credits to be earned by the pupil upon completion.
9. A statement that adult independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code, Section 48917, the agreement shall also include the statement that instruction may be provided to the student through adult independent study only if the student is also offered the alternative of at least one classroom option.
10. Enrollment in adult independent study does not take place until a valid Master Agreement is on file. (EC 51747)

B. Independent Study Records (5CCR 11703, EC 51747)

1. All permanent records shall be kept by the adult school of attendance at the adult independent study site and shall show credits attempted by and awarded to each student per Master Agreement.
2. Required records for adult independent study audits must be kept at the adult independent study site and shall include, but not be limited to the following:
 - a. A copy of the adopted school board policy and procedures reflective of current Education Code and California Code of Regulations requirements.
 - b. A file of all Master Agreements to be maintained a minimum of three years.
 - c. An attendance roster, separate from other attendance records, in which attendance is recorded on the basis of positive attendance accounting procedures approved by the California Department of Education.
 - d. Regular assignment records (student contracts and documentation packets) and work records indicating the following:
 - (1) dates assignments are given,
 - (2) dates assignments are due,
 - (3) description of the assignments,
 - (4) dates assignments are completed,
 - (5) representative study samples,
 - (6) evaluation of assignments,
 - (7) course titles and credits attempted and earned
 - e. A written record of grades and other evaluations made pursuant to missed assignments issued to each student for adult independent study assignment.

C. Attendance Accounting

1. Independent study attendance is based on student product rather than physical presence. When the student submits or demonstrates evidence of completed assigned work by the due dates established in the Master Agreement and the work has been evaluated, the teacher credits the student by determining the time value of completed assignments. (EC 51747)
2. The apportionment day for adult independent study is equal to three hours per day, five days a week, a maximum of 15 hours per week. The District cannot claim more than three hours per apportionment day. (EC 46300e)

D. Course of Instruction

1. Adult independent study courses must be contained in the Catalog of Authorized Adult Courses, must have a current Division authorized student contract available, and meet the criteria delineated in this bulletin. Expansion beyond this scope must be in accordance with the adult independent study educational opportunities described in the Education Code. (EC 51745)
2. No courses included among required courses for the adult high school diploma shall be offered exclusively through adult independent study. (EC 51745)
3. English as a Second Language, non-academic electives, and vocational education courses are not eligible for apportionment in independent study.

E. Instructional Materials

1. Adult schools offering adult independent study classes shall have necessary and appropriate instructional materials, including books and media available for home use by adult independent study students.
2. Adult schools offering adult independent study classes shall develop a check-out system that insures security and continued availability of instructional materials for existing Adult Academic Instruction seat-time Learning Centers.

F. Academic Credit

1. Credit may be granted only for completion of courses of instruction listed in the Catalog of Authorized Adult Courses, meeting the criteria for adult independent study delineated in this document. Any expansion beyond this established scope must be in accordance with the independent study educational opportunities described in the Education Code. (EC 51747)
2. The permanent record of every adult independent study student must show the subjects attempted, as well as credits and grades awarded to each student. (5CCR,11703 and 16023)

G. Diplomas

1. Adult independent study students must complete the same diploma requirements as students enrolled in any District community adult school or employment preparation center.
2. Concurrently enrolled high school students participating in adult independent study will complete diploma requirements of the District comprehensive high school from which he/she is enrolled. (EC 46100 and 51225)

For assistance, please contact Molly Milner, Supervisor, Adult Academic Instruction, or Eva Mejia Hilts, Teacher Advisor, at 213/625-6653.

APPROVED:

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