



Oxnard School District

INDEPENDENT STUDY PROGRAM OVERVIEW

2022-2023

Program Purpose

The purpose of the Independent Study (IS) program is to provide an optional alternative instructional program for students whose needs may be best met through study outside of the regular classroom setting (OSD Board Policy 6158). Independent Study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience or whose health or other personal circumstances make classroom attendance difficult.

Application Process

Parents may apply for their child to be placed within the Independent Study program by submitting an INDEPENDENT STUDY PROGRAM MASTER AGREEMENT to the District's Director of Pupil Services. See the attached INDEPENDENT STUDY PROGRAM MASTER AGREEMENT.

Course of Study

Students in the Independent Study program work under the guidance of a teacher to complete assignments independently. Components of the Independent Study program are provided via distance learning (online) or in person, with arrangements made in advance. As part of the method of study, students in grades TK – 3 are required to attend daily, synchronous instructional meetings with the teacher either in person or via internet or telephonic communication. Students in grades 4 – 8 are required to attend daily live interaction meetings with LEA classified or certificated staff to maintain school connectedness and synchronous instruction meetings with the teacher for the purposes of classroom instruction at least once per week.

The teacher assigns coursework via an Assignment Log, and students are required to complete the assignments within the designated time outlined on the assignment log. If students experience a need for academic or social/emotional support, the Student Success Team (SST) will meet with the student and parent/guardian to discuss different supports available and develop a plan for support. Supports will also be provided for English Learners, individuals with exceptional needs consistent with the student's IEP or 504 Plan, students in foster care or students experiencing homelessness.

Students who do not complete assignments or who fail to meet with the teacher as required will be subject to an evaluation process and possible removal from the Independent Study Program. If the student is not able to meet the requirements of the Independent Study Program, he/she would be returned to the regular school program.

As part of the INDEPENDENT STUDY PROGRAM MASTER AGREEMENT, families will need access to internet services during the meeting with the teacher. Oxnard School District provides each student with an iPad as part of its regular program. Oxnard School District also has a limited number of internet Wi-Fi devices ("hotspots") which are provided based upon need.

In designing learning opportunities for an Independent Study student, teachers will indicate the following information in the Master Agreement:

1. the method of study,
2. method of evaluation,
3. resources and
4. requirements for reporting and submission of work.



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Teachers must specify the regular "due date" and time for the completion and submission of all student work. Teachers are also responsible for the completion of the INDEPENDENT STUDY WEEKLY ASSIGNMENT LOG or inputting information into CANVAS, which describes:

1. the assignment (including Common Core State Standards addressed)
2. assignment credit (Time value of assignments)
3. method of study
4. method of evaluation
5. due date

Student Eligibility

Independent Study works best for the student when the parent/guardian is willing and able to set aside 20-25 hours per week for educating the student at home.

Students who are successful in Independent Study have some typical characteristics that are listed below:

- An ability to work independently
- Normal or above self-management skills and self-regulation skills
- Strong work habits
- Access to adults at home who can support learning
- Normal or above ability to focus and concentrate
- An ability to use technology and school district learning platforms proficiently
- Is self-motivated
- Performs at grade level or above
- Has good time management skills
- Has good attendance and behavior

All students within Oxnard School District are eligible to apply for the Independent Study Program. Students will be granted acceptance into the program unless the Independent Study Program Coordinator finds cause to deny the request based upon:

- Student has previously been exited from the Independent Study program due to failure to comply with program guidelines.
- Student's past year attendance rate is below 85%.
- Student had D's or F's on previous report cards.

Statement of Voluntary Participation:

Independent study is offered at the district's option. Students will be permitted to enroll in Independent Study only if it is determined to be an appropriate alternative. No student is required to participate in Independent Study and every student participating in Independent Study has the option of returning to the regular school program. **Placement decisions involving Independent Study for students with an IEP must be made via the IEP team.**

Standards Aligned - EC 51745(a)(3)

Independent Study is not an alternative curriculum so all courses and materials are aligned to state content standards and textbooks are those most recently adopted by the State Board of Education.



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Supplemental materials may be used to respond to individual student interests and learning styles. Materials that are sectarian in nature are not used pursuant to the California Constitution, Article IX, Section 8.

Equal Educational Opportunity - EC 51745(a)(3)

By law, the Independent Study option is to be substantially equivalent to in-person instruction, and shall not be provided as an alternative curriculum.

Teacher Responsibilities

Teachers are responsible for:

1. Knowing the contents within this handbook
2. Developing an individualized course of study that reflects grade level content standards for the Independent Study student
3. Completing the INDEPENDENT STUDY PROGRAM MASTER AGREEMENT with the student and family
4. Meeting with the student and family according to the Independent Study Program design
5. Keeping accurate records of student work, completion of assignments, progress towards academic goals, adherence to curricular expectations
6. Maintaining regular communication with the student/family regarding program expectations and the student's progress toward them
7. Reporting grades for each content area and course of study at established District reporting periods
8. Maintaining lesson plans and gradebook, submitting them upon request to the District Independent Study Coordinator
9. Following the evaluation process outlined in the INDEPENDENT STUDY PROGRAM MASTER AGREEMENT for any student not meeting expectations
10. Adhering to any accommodations an offer of services for a student with a disability as outlined within an IEP or section 504 plan
11. Maintain accurate time accounting for student attendance and report that attendance to the District Independent Study Coordinator
12. All synchronous and asynchronous assignments will be posted on Canvas
13. All student work will be reviewed and monitored through Canvas.

Attendance Procedures:

Students in Independent Study work under the guidance of a teacher to complete assignments independently. Students are required to attend regular online meetings with the Independent Study teacher as outlined below:

Grades TK – 3: Students will meet with the teacher for synchronous instruction for **60** minutes daily.
Grades 4 – 8: Students will meet with the teacher once per week for **60** minutes for synchronous instruction and will check-in daily with LEA classified or certificated staff (in person, via internet or telephone) for progress monitoring, wellness checks, review of prior or upcoming assignments, and/or instruction for 20 minutes/day.



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Teachers utilize the Independent Study Weekly Assignment Log (attached) to assign the week's work and determine the number of instructional minutes per assignment. Daily assignments should reflect the required instructional minutes per grade level. Assignment credit hours, live interaction and synchronous instruction time must be equivalent to the following grade level minimums per day: 267 minutes for Kinder; 305 minutes for grades 1-3; 310 minutes for grades 4-5; and 349 minutes for grades 6-8 per Ed Code. Attendance Credit will be issued based on attendance at daily and weekly meetings and completed assignments.

Parent Responsibilities

In addition to the agreements listed on the INDEPENDENT STUDY PROGRAM MASTER AGREEMENT, parents are responsible for ensuring the overall success of their child within the Independent Study Program as measured by their child's progress toward academic goals. Parents are responsible for ensuring their child is available for instruction, completes assignments, meets deadlines and complies with all stipulations within course written agreements. Students who do not comply with Independent Study guidelines and expectations will be subject to the evaluation process and may be exited from the program according to the process outlined in the INDEPENDENT STUDY PROGRAM MASTER AGREEMENT. Parents are responsible for adhering to each of the requirements outlined in the Master Agreement.

Student Responsibilities

In addition to the agreements listed on the INDEPENDENT STUDY PROGRAM MASTER AGREEMENT, students are responsible for completing assignments, attending scheduled live interaction meetings and synchronous instruction time, meeting deadlines and complying with all stipulations within course written agreements. Students who do not comply with Independent Study guidelines and expectations will be subject to the evaluation process and may be exited from the program according to the process outlined in the INDEPENDENT STUDY PROGRAM MASTER AGREEMENT.

Student-Parent-Educator Conference

Before signing the INDEPENDENT STUDY PROGRAM MASTER AGREEMENT, the parent or guardian of a pupil may request a phone/video conference, an in-person pupil-parent-educator conference or other school meeting with the District during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in Independent Study, before making the decision about enrollment or disenrollment in the various options for learning.

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by parent/guardian prior to enrollment or disenrollment from Independent study.

Special Circumstances – Students with a Disability

*NOTICE FOR STUDENTS WITH A DISABILITY (IEP OR SECTION 504 PLAN):

An IEP or Section 504 meeting must be held for students with a disability prior to acceptance into INDEPENDENT STUDY.