

INDEPENDENT LEARNING CONTRACT - ADMINISTRATIVE REGULATIONS

I. Independent Learning Contract Program

A. Definition of Terms

Independent Learning Contract means an alternative to a regular classroom program of instruction.

Certificated Supervisor means any credentialed staff member assigned time and responsibility to supervise or oversee a pupil engaged in an Independent Learning Contract.

Immediate Supervisor means an instructor qualified to provide systematic direction, coaching, or teaching in a field closely related to a specified district course of study and in the independent learning area.

Pupil means a pupil enrolled in grades K-12 for which a minimum school day has been mandated by California Education Code.

B. Purpose of the Independent Learning Contract Program

The Independent Learning Contract Program shall be organized to provide an additional option to selected pupils in the pursuit of their educational goals. Specifically, the Independent Learning Contract Program may be used to provide the following:

1. Opportunities for pupils to pursue special or unique educational interests on an independent, school-supervised basis.
2. Alternatives and guidance for pupils who have experienced difficulty in adapting to the regular curriculum.
3. Alternatives for pupils with scheduling problems, full schedule of other classes, off-campus intern programs and other conflicting interests.
4. In-depth opportunities for exceptionally gifted pupils.
5. Alternatives for pupils with special medical or handicap problems in meeting regular educational requirements.

C. Administrative Responsibilities for the Program

The site administrator, working with the Director of Curriculum, shall be responsible for organizing and implementing the Independent Learning Contract Program.

D. Admittance of Pupils

1. Application for admittance shall be made on an application form for independent learning provided by the applicant's counselor or school administrator (Appendix 1).
2. Each application shall be reviewed by a site committee consisting of at least the following personnel:

Secondary Level (6-12)

- a. Site administrator or designee.
- b. Site department chairperson or designee.
- c. Pupil's counselor.
- d. Certificated supervisor.

If work experience is a component of the Independent Learning Contract, the site administrator will consult with and involve the school-level work experience coordinator.

Criteria for approval of applications shall include the following:

- a. Evidence that the applicant can work independently.
 - b. Evidence of likelihood that the proposed program will be pursued diligently to completion.
 - c. Availability of a volunteer certificated staff member to supervise the pupil effectively. The pupil's supervisor shall be a counselor, or administrator, or teacher who will be responsible for monitoring the terms of the contract.
 - d. Sound reason for the necessity of an independent learning contract.
 - e. An acceptable written statement of educational objectives and competencies and the means of evaluating them (see Appendix 1).
3. Upon approval of the pupil's application by the site committee and Director of Curriculum, a contract will be issued by the chairperson of the site committee to all parties concerned (Appendix 1).

E. Record Keeping

Record keeping shall be the responsibility of the school and shall include, but not be limited to:

1. A file of approved contracts.

2. A list of pupils participating in Independent Learning Contracts.
3. The number of pupils successfully completing a contract or agreement.
4. The number of credits attempted.
5. The number of credits awarded.
6. Necessary attendance records.
7. The title of the courses undertaken in Independent Learning Contracts.
8. A record of scholarship and citizenship grades issued. This record shall include separate totals for each subject field.

F. Credits for High School Graduation

Credits toward graduation shall be earned under the same conditions as in regular programs. Time requirements for earning credit shall be at least equal to that required in the regular program. Exceptions shall be clearly defined as a part of the contract. The certificated supervisor shall be responsible to see that each pupil is graded and shall post earned credit at the resident high school.

G. Attendance Accounting

Attendance accounting shall be in accordance with EC 46300(a). The school district shall ensure that the components of each individual learning contract shall be set out in writing. A pupil enrolled in an independent learning contract shall not be credited with more than one day of attendance in any calendar day, and shall be enrolled in a school program for which the minimum school day is specified by Education Code.

Legal Reference: CH. 28 of Education Code commencing with Section 51000; EC 46300(a)

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DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA