

# 2022-2023 Master Agreement for Independent Study




SHORT TERM (5-10 school days)

LONG TERM (10 school days up to entire school year)

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student ID**

\_\_\_\_\_  
**Grade**

\_\_\_\_\_  
**DOB**

\_\_\_\_\_  
**Classroom Teacher**

\_\_\_\_\_  
**Student Address**

\_\_\_\_\_  
**Primary Phone**

\_\_\_\_\_  
**Beginning Date**

\_\_\_\_\_  
**Ending Date**

This master agreement for Independent Study is in effect during the 2021-2022 school year. Prior to signing this agreement, the student or parent/guardian may request a pupil-parent-educator conference or school meeting via phone, videoconference, or in-person. This meeting will involve all of the people who sign this written Independent Study agreement. The objective of the Independent Study program is to enable the child to maintain their learning pace with their studies for the period covered by this agreement. This agreement sets forth the framework to successfully meet the objectives and complete the assignments identified in the *Assignment and Student Work Record(s)* that will become a part of this agreement. With the support of the parent, guardian, or caregiver, the student will submit assignments on or before the due date specified in the *Assignment and Student Work Record(s)*. The Independent Study program is governed by Board policy which stipulates that an instance of SHORT-TERM Independent Study may not be for a duration longer than a period of 10 school days, and LONG-TERM Independent Study may be for a period of time up to and including the entire 2021-2022 school year.

## School Responsibilities:

- The District will provide standards-aligned content that is substantially equivalent to the quality and intellectual challenge of in-person instruction including teacher services, instructional materials, supplies, technology devices, and other necessary items and resources as specified for each assignment as if s/he was enrolled in face-to-face learning.
- Independent Study is an alternative to classroom instruction offered by this district, but no pupil may be required to participate; a classroom option is always available. In the case of a pupil who is referred or assigned pursuant to Education Code 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
- For the 2021-2022 school year, daily synchronous instruction for pupils in transitional kindergarten to grade three, daily live interaction with student and curriculum support provider and at least weekly synchronous learning for pupils in grades four through eight.
- The teacher will evaluate the student's work according to the *Assignment and Student Work Record(s)*. If student work demonstrates unsatisfactory educational progress, a meeting will be convened with parent, student, teacher/administrator to evaluate whether or not the pupil shall be allowed to continue in the Independent Study program.
- Parent/guardian and Teacher will communicate regarding academic progress:

\*Weekly      \*Other \_\_\_\_\_

Day/Time \_\_\_\_\_  
by email \_\_\_\_ by phone \_\_\_\_ in-person conference \_\_\_\_

\*Daily  
Time \_\_\_\_\_  
by email \_\_\_\_ by phone \_\_\_\_ in-person conference \_\_\_\_

## Student Responsibilities:

The student will meet with or report to the teacher or curriculum support provider regularly, the frequency, date, time, and location specified in the *Assignment and Student Work Record(s)*.

*I understand that:*

- Independent Study is a form of education that I have voluntarily chosen and I will continuously have a classroom option available to me should I choose to no longer participate in Independent Study.
- The child will complete, during the term of this agreement, the course work listed on the *Assignment and Student Work Record(s)*. All course work will be consistent with this District's adopted curriculum. The *Assignment and Student Work Record(s)* include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the services and resources received by other children enrolled in my grade.
- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy.
- If I do not complete three consecutive assignments, my incomplete work will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom at my last school of enrollment.
- I understand and agree that all assignments completed must be my own work and not copied or plagiarized. Failure to fulfill any of these minimum requirements will result in the following course of action:
  - **First Occurrence:** documented conference with the Teacher, parent/legal guardian, and student to discuss concerns and plan for improvement.
  - **Second Occurrence:** documented conference with Director, Teacher, parent/legal guardian, and student.
  - **Third Occurrence:** possible dismissal from our Independent Study program and/or school.

*I agree to:*

- Be supervised by and meet regularly with the assigned Independent Study teacher and/or approved resource personnel responsible for my educational studies as outlined on page one of this agreement.
- Complete my assigned work by its due date, as explained by my teacher or teachers and described in my written assignments.

Turn in any unfinished assignments to my teacher(s) upon the first day I return to school or on/by the due date.

- For SHORT TERM Independent Study, complete any unfinished assignments once I return during recess, lunch, or before or after school.

**Parent/Guardian/Caregiver Responsibilities:**

I understand that Independent Study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed in the aforementioned section entitled Student Responsibilities.

*I also understand that:*

- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in the traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his/her enrollment in the Independent Study program.
- Unless otherwise indicated in written format, the supervising teacher who signs this agreement will meet with my child on a regular basis as specified on page one of this agreement. The purpose is to direct the child's study and measure progress toward the objectives in this agreement. It is my (parent's) responsibility to promptly reschedule any missed appointment.
- I am responsible for supervising my child while s/he is completing the assigned work and for ensuring the submission of all completed assignments by dates due.
- I am liable for the cost of replacement or repair of school-furnished materials and devices checked out to my child that are lost, stolen, or willfully or negligently damaged.
- It is my responsibility to provide any needed transportation for my child's scheduled meetings and any other travel covered by this agreement.
- I have the right to request a transition plan for my student to return to in-person instruction from Independent Study expeditiously, and not later than five instructional days after my request.
- I have the right to appeal to the school administrator any decision about my child's placement or school program in accordance with the District's policies and procedures.

**Additional Requirements and Rules to Qualify for a SHORT-TERM Independent Study Agreement**

- Short-term independent study contracts may not be issued during State testing in April/May.
- There can be no more than two (2) short-term independent study contracts granted per student per school year.
- If all the work is returned with satisfactory progress, the student will maintain a clear attendance record.
- If the student's work is unsatisfactory or incomplete, the school will grant excused days of absence for only the amount of satisfactory work returned after the stated due date.
- The additional days of absence will be considered unexcused and will count towards truancy limits.
- If a student had any unexcused absence(s) due to failure to complete work on an initial short-term independent study contract or does not meet with the teacher per the requirements in this contract, a second short-term independent study contract will not be granted within the same school year.
- If a student returns to on-site learning prior to the end date, Assignments issued prior to the return date and Student Work Record(s) may be completed with the on-site class.

**Additional Supports Available**

To address the needs of pupils not performing at grade level or if needed support is in other areas, the following additional supports are available:

A tiered re-engagement plan will be put in place for pupils not generating attendance for more than three school days or 70% of the instructional days in a school week, or who are in violation of their written learning agreement.

For pupils in foster care, pupils experiencing homelessness, or pupils requiring mental health support, our liaison is available, by calling the school office to connect students/families with available resources.

**Agreement to Terms**

*We have read, understand, and agree to all the conditions of Independent Study detailed above and to the terms set forth in this Master Agreement Contract, and we acknowledge that any violation may result in removal of the student from this Independent Study Program or this school.*

*NOTE- California law requires the student to sign this agreement. A parent, legal guardian, or legal caretaker must also sign the document. For the 2021-2022 school year only, written agreements must be signed no later than 30 days after the first day of instruction. However, it is important to note that all other Independent Study requirements must be met upon commencement of instruction. For any other school year, written agreements must be signed prior to the commencement of Independent Study. For the 2021-2022 school year, electronic signatures are permitted and the affixed electronic signature shall be deemed authentic and valid, binding on all parties.*

**Student** (First & Last) Signature Date

**Parent/Guardian** (First & Last) Signature Date

**Parent/Guardian** (First & Last) Signature Date

**Other Designated Adult** (First & Last) Signature Date

<b>Office Use Only:</b>		
<i>In my professional judgment, the student has completed work that has a value of ____ days of <b>SHORT-TERM</b> Independent Study Credit.</i>		
<i>In my professional judgment, the student has completed work that has a value of ____ days of <b>LONG-TERM</b> Independent Study Credit.</i>		
Supervising Teacher Name (Last, First, Middle)	Signature	Date