

**Short-Term Independent Study
Contract Master Agreement**

Student Name:		Number:	Agreement Date:	
Mailing Address:		Grade Level:	Age:	Date of Birth:
City:		Zip Code:	Phone Number:	
School Enrollment / Program Placement:		Teacher:	Second Phone Number:	
Start Date:	End Date:	Duration:	DELIVERY DATE:	

1) The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress:

- a. **Manner of Reporting:** Virtual
- b. **Time:** During school hours between [INSERT] and [INSERT]
- c. **Frequency:** Every 5 school days.
- d. **Place:** At the schoolsite or online via virtual live connection.

2) Objectives: The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is substantially equivalent to in-person instruction.

3) Method of Study: The following methods of study will be utilized: Independent Reading, Textbook Activities, Problem Solving, Study Projects, Drill & Practice, Experiential Learning, Computerized Curriculum, Web/Internet Research, Library Research, Field Trips, Synchronous instruction.

4) Method of Evaluation: The following methods of evaluation will be utilized: Teacher-made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, State Standards Testing, Journals, Presentations, Quizzes, Labs, Final Examinations.

5) Resources: The Charter School will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

6) Board Policies Pursuant to Education Code Sections 51747(a) and (b):

1. For students in all programs of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be three (3) school days.

When special or extenuating circumstances justify a longer time for individual students, the director or their designee may approve a period not to exceed 3 days.

2. The Principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:

- a. When any pupil fails to complete [INSERT NUMBER] assignments during any period of three (3) school days.

Commented [JAR1]: Please fill in. This was incomplete in the current policy.

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b. In the event a student's educational progress falls below satisfactory levels as determined by ALL of the following indicators:

- i. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
- ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- iii. Learning required concepts, as determined by the supervising teacher.
- iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

7) Statement of the Measures of Academic Achievement to be Earned by the Pupil Upon Completion

Students will meet California State Standards in all courses. All students, grades K-8, take benchmark assessments at three times throughout the school year, which measure both proficiency and individualized growth.

8) **Statement of Academic and Other Supports for Special Populations:** The Charter School shall utilize its multi-tiered systems of support ("MTSS") to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities in Education Act ("IDEA") and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil's individualized education program ("IEP"). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The school complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.

9) **Voluntary Statement:** It is understood that 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 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

10) **Pupil-Parent-Educator Conference:** Before signing this written agreement, the parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting 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.

VOLUNTARY STATEMENT

Independent study is an optional educational alternative that students voluntarily select. All students who select Independent Studies must have the permanent option to return to classes.

OBJECTIVES, STUDY METHODS, ASSESSMENT METHODS AND RESOURCES

The main objective during the course of this agreement is to allow the child to keep up-to-date with his studies in the current grade during the period covered by this agreement. Subject or course objectives reflect the curriculum adopted by the school's governing board and are consistent with state standards. The objectives, study methods, evaluation methods, and specific resources for each of the assignments covered by this agreement are described in the *work record assigned to the student*, which is part of this agreement.

ASSIGNMENTS

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The allowed maximum time between the grant date and the date of delivery of the assignment is **one** week, unless an exception is made. Students may not exceed fourteen days per academic year on short term independent study. At this time, Shanél Valley Academy does not support long term independent study.

Commented [JAR2]: This is not consistent with the Board Policy.

Exception to the delivery date approved by: _____
Director / designee

EQUITABLE PROVISION OF RESOURCES AND SERVICES

The Independent Study option must be substantially equivalent in quality and quantity to classroom instruction, and students who choose to participate in Independent Study must have the same rights and privileges as students in the regular school program.

STUDENT RESPONSIBILITIES

I understand that:

- Independent Study is an educational alternative that I have chosen of my own free will.
- By participating in Independent Studies, I do not waive my rights as a student. I have the right to existing and appropriate services and resources.
- Grades, based on class work, demonstrations, and mastery of learning, can only be earned after assignments have been satisfactorily completed and evaluated by my teachers.
- You are expected to return to school with all work completed and ready by the due date.
- To preserve the integrity of independent studies, the principle of academic honesty must be upheld at all times.

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I agree to:

- Successfully complete all assigned work.
- Keep a daily record of my work when necessary.
- Establish my own study schedule.
- Return all books borrowed in good condition.
- Be responsible for the cost of replacement or repair of damaged or lost books and other materials that you borrow.
- Complete all required state and district grade level tests.
- Maintain a high level of honesty and integrity in all my studies. All instances of dishonest work may result in loss of academic credit and will determine future Independent Study requests.

RESPONSIBILITIES OF PARENTS / GUARDIANS OR CAREGIVERS

I understand that:

- Course objectives are as if the student were enrolled in the regular school program, and are evaluated in the same way.
- The classroom teacher or supervising teacher will evaluate the completed work and determine the academic credit earned.
- I have the right to appeal any decision regarding the placement of my student or school program pursuant to Shanel Valley Academy's grievance rights.

I agree to:

- Provide the student with a suitable place for their studies.
- Call ahead if illness or other emergency prevents my son or daughter from returning to school with assignments completed by the due date.
- **Supervise student work daily and sign time sheets when appropriate.**
- Encourage the student to complete all assignments to the best of their ability.

It is recommended that the student and their parents / guardians contact the classroom teacher or supervising teacher at any time with questions, concerns, or inquiries regarding the student's progress and achievement.

Commented [JAR3]: Not legally required.

SIGNATURES AND DATES

I have read and understand the terms of this agreement, and I agree to all the established provisions¹.

Student Signature: _____ Date: _____

Parent / Guardian / Caregiver Signature: _____ Date: _____

Supervising Teacher Signature: _____ Date: _____

Certificated employee who has been designated as having responsibility for the general supervision of independent studyPrincipal / Designee Signature: _____ Date: _____

Other Helper Signature: _____ Date: _____

¹ Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

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I, the parent / guardian, understand that my son or daughter's work assignments must be turned in to the school office no later than the **DELIVERY DATE** listed above or my student will not receive any credit attendance. This may also negatively affect the approval of independent study requests in the future. **Initials:**