

SAN DIEGO UNIFIED SCHOOL DISTRICT
Master Agreement
Short Term Independent Study Contract

Student _____	SCHOOL _____	Grade _____
Contract Dates: from _____ thru _____ Total days _____		
(Contract period may represent no more than 20 school days)		
(Site staff to complete this section)		

Conditions of the Independent Study agreement:

Short Term Contract for Independent Study is for the pupil enrolled in a comprehensive elementary or secondary school who enrolls in independent study to accommodate travel plans or other situations requiring the pupil to be away from school.

Independent study is available to pupils in grades K-12 except that no pupil with exceptional needs may participate unless the Individualized Educational Program (IEP) specifically provides for participation.

Assignments turned in late shall be considered "missed assignments". No attendance credit may be given for missed assignments.

Method utilized to evaluate the pupil's work shall be the responsibility of the teacher or principal's designee. The objective will be to assess work for completion of assignments and pupil's achievement. Oral and written tests may be administered when necessary to assess the pupil's achievement of the goals and objectives of the contract. The teacher evaluates the completed work, assigns attendance credit, and academic credit.

Pupil and Parent/Guardian understand that Independent study is an **OPTIONAL EDUCATIONAL ALTERNATIVE** to classroom instruction consistent with the district's course of study and agree to participate voluntarily in the program and agree to accept all teacher assignments as given on assignment contract(s). **NO PUPIL MAY BE REQUIRED TO PARTICIPATE.** In the case of a pupil referred or assigned to any school, class, or program, independent study instruction may be provided only if pupil is offered the alternative of classroom instruction.

Assignments completed and submitted by due date will earn full academic and attendance credit. To receive full credit, all work in all subjects must be completed. The manner, time, frequency and place for submitting work is specified on assignment contract.

All parties agree that failure to complete this contract may result in the lowering of a grade and will require evaluation of whether or not pupil may participate in a future Independent Study Contract.

Upon completion of signatures below and the attached Assignment Contract for Master Agreement, the absence code "G" must be immediately posted to the student's attendance record for each day of the contract. The "G" code must be changed to the code "C" immediately upon receipt of the teacher's evaluation and assignment of attendance credit. **NO ADA IS EARNED UNTIL THE "G" CODE IS CHANGED TO "C".** Master Agreement, Assignment Contract, and work sample must be retained at the school site for three years for audit purposes.

ALL OF THE FOLLOWING SIGNATURES ARE REQUIRED BEFORE STUDENT LEAVES:

Parent/guardian _____ Date _____

Student _____ Date _____

Supv. Teacher/Certificated designee: _____ Date _____

The language and signatures contained in this contract are required to meet the California Education Code section 51747 and Title 5 section 11702. For more information about Short Term Independent Study, please refer to San Diego City Schools Procedure #4316

SAN DIEGO UNIFIED SCHOOL DISTRICT

Master Agreement

Short Term Independent Study Contract

SCHOOL RESPONSIBILITIES:

- This Master Agreement is in effect for the _____ semester for the _____ school year.
- The major objective for the duration of this agreement is to enable the student to keep current with _____ grade studies for the period covered by this agreement.
- According to District policy for Independent Study in grades K-12, no more than 1 week or 5 school days may elapse between when an assignment is made by the teacher and the date it is due, unless an exception is made in accordance with District policy.
- The San Diego Unified School District will provide the teacher services, instructional materials and other necessary items and resources as specified for each assignment.
- The student will complete, during the term of this agreement, the course work listed below. All course work will be consistent with the San Diego Unified School District adopted curriculum. The **Independent Study Assignment Contract** document has the course descriptions, objectives, study methods, evaluation methods and resources covered by this agreement.

STUDENT RESPONSIBILITIES:

I understand that:

- Independent Study is a form of education that I have voluntarily chosen and I will always have a classroom option available.
- 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 agree to:

- Be supervised by and meet regularly with the assigned Independent Study teacher, in accordance with the frequency, date time and location specified in the **Independent Study Assignment Contract document**.
- Complete my assigned work by its due date, as explained by my teacher and described in my written assignments.

PARENT/GUARDIAN/CAREGIVER RESPONSIBILITIES:

I understand that the major objective of Independent Study is to provide a voluntary educational alternative for my student. I agree to the conditions listed under "Student". I understand that:

- Learning objectives are consistent with and evaluated in the same manner that they would be if he or she were enrolled in a traditional school program.
- I am responsible for supervising my student while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation.
- I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my student.
- It is my responsibility to provide any needed transportation for my student's scheduled meetings and any other travel covered by this agreement.
- I have the right to appeal to the school administrator any decision about my student's placement or school program in accordance with the San Diego Unified School District's policies and procedures.

AGREEMENT:

We have read all pages of this agreement and hereby agree to all conditions set forth within.

Parent/Guardian initials: _____ Date: _____

Student initials: _____ Date: _____

Certificated teacher or designee initials: _____ Date: _____

SAN DIEGO UNIFIED SCHOOL DISTRICT
Independent Study Assignment Contract

Student _____ School _____ Grade _____

Classroom Teacher _____ Room _____

Contract Dates: from _____ thru _____ Total days _____

Due date: Assignment is due to the teacher in person on the first day the student returns to school.

Methods of Evaluation:

Attendance credit for each subject below will be determined by the supervising teacher according to the percentage of assigned work completed and objectives met by the due date.

Academic credit (grade, points, comments, etc.) for each subject below will be determined by the supervising teacher according to the quality of assigned work submitted. This section is to be completed before the student leaves on contract by the supervising teacher. Assigned work may not be less than the amount of work for a minimum day.

Subject	Assignment/Objective/Resources Description of what pupil is expected to read, write, complete, etc.	Academic Credit/Evaluation*

***Academic Credit/Evaluation is filled out AFTER the student returns and the homework has been evaluated.**

A review to examine or discuss progress **was / was not** needed.

Comments: _____

Classroom Teacher Signature: _____ **Date:** _____
 (to be signed prior to student's departure)

TEACHER: Please complete Academic Credit/Evaluation sections AFTER student returns and work assignments are evaluated. Submit this contract to the attendance clerk with an original student work sample within 5 days of student's return. Samples should have student name, date, subject, and marks of evaluation.

Assignments in the subjects described above were: *(check one)*
 _____ **completed** and submitted by due date earning **full** attendance credit
 _____ **not submitted** by the due date earning **no** attendance credit
 _____ **partially completed** by due date earning _____ days of attendance credit.

Supervising Teacher Signature: _____ **Date:** _____
 _____ I have attached original **homework samples** with this assignment contract.