

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT
 MASTER AGREEMENT FOR SHORT TERM INDEPENDENT STUDY
 (Minimum 5/maximum 20 school days per contract)**

EMHS

Analy IS

Laguna IS

NLHS IS

Name:	Birthdate:	Age:	Grade:
E-Mail:	Home Phone:	Cell:	
Mailing Address:	Residence:		
City/State	Zip Code:		
Beginning Date:	End Date:	Number of Days:	

Reason for Planned Absence: _____

OBJECTIVES: All course objectives will be consistent with the guidelines established in the curriculum of student’s school of enrollment. For each course attempted there will be a Short-Term Independent Study Assignment Sheet (Board Policy Exhibit (2)(b)) which will become part of this agreement and which will contain additional descriptions of student’s objectives, study methods, resources supplied and evaluation. The Short-Term Independent Study Assignment Sheet and this Master Agreement Form will list all subjects attempted as well as grade/assignment points attempted and completed. Independent Study for anticipated absence is appropriate only when a student will be absent from school for 5 or more consecutive days with a maximum of 20 school days per contract.

DIRECTIONS TO STUDENT & PARENT/GUARDIAN:

- STEP 1:** Pick up Master Agreement for Independent Study from School Coordinator at least 5 days in advance of absence.
- STEP 2:** Submit completed Master Agreement for Independent Study, including parent/guardian signature to School Coordinator and pick up Short-Term Independent Study Assignment Sheet from School Coordinator.
- STEP 3:** Using the Short-Term Assignment Sheet, obtain signatures and assignments from teachers. Return the Short-Term Independent Study Assignment Sheet to the School Coordinator after all teachers have completed the form.
- STEP 4:** Obtain approval of Administrator:

 Administrator’s Signature

 Date

*Steps 1-4 must be completed before the beginning date of the independent study contract.

- STEP 5:** School Coordinator provides the Attendance Clerk with a copy of this document for attendance purposes.
- STEP 6:** Return all assigned work to the School Coordinator on the day you are scheduled to return to class.

SCHEDULED TEACHER/STUDENT MEETING:

A student participating in Short-Term Independent Study shall continue to be enrolled in regular classes at his/her school. (Education Code 51747-51749.3.) A student will receive credit for Independent Study in each class upon teacher approved completion of the assignment(s). Upon the first day following the contract end date, work shall be returned to the School Coordinator as evidence to each teacher that all assignments have been met.

EVALUATION ACTIVITIES:

- *Assignment Complete *Student Log *Demonstration of Skill *Oral/Written *Written Test/Report *Presentation

STUDENT RESPONSIBILITIES/UNDERSTANDINGS:

1. I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the services and resources received by other students in my grade.
2. I will turn in assignments to the School Coordinator upon the first day following the contract end date.
3. I understand that I am to complete all work assigned.

SCHOOL RESPONSIBILITIES/UNDERSTANDINGS:

1. The major objective for the duration of this agreement is to enable the student to keep current with his/her studies for the period covered by this agreement.
2. The teacher will offer guidance and provide resources to the student as specified in each course contract or assignment.
3. The teacher will re-evaluate the student's placement at the contract exit date; not to exceed the 20 day maximum.
4. The classroom teacher will be responsible for the evaluation of the work presented by the student under the terms of this Independent Study Agreement to determine the academic credit earned by the student and the Supervising Teacher will review the evaluation.

VOLUNTARY STATEMENT:

Independent Study is an optional educational alternative that students voluntarily select, including expelled students (Education Code Section 48915) and/or students whose expulsion has been suspended (Education Code Section 48917). All students who choose independent study must have the continuing option of returning to the classroom.

SIGNATURES AND DATES:

We have read the terms of this Agreement and hereby agree to all the conditions, including those in the contracts and assignments.

Student Signature	Date	Parent/Guardian/Caregiver Signature	Date
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School Coordinator Signature	Date	Other Teacher Signature	Date
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Other Teacher Signature	Date	Other Teacher Signature	Date
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Other Teacher Signature	Date	Other Teacher Signature	Date
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COMPLETION OF SHORT-TERM INDEPENDENT STUDY VERIFIED BY COORDINATOR:

School Coordinator's Signature	Date	Total Days of Attendance Granted
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