

Independent Study Procedures

- **An Independent Study request can only be acted upon if the student is going to be absent for 5 or more days.**
- **An Independent Study should only be developed if you, as the teacher, believe that the student (and parents) will follow through.**

If the above 2 bullets are met, then...

1. Inform the Principal ASAP.
2. Set up a meeting with the principal, parents, student, teacher(s) involved **prior** to the start of the Independent Study.
3. Complete the ACUSD Independent Study Master Agreement form. Check that all portions are filled in and the form is signed by the student, parent and teacher(s).
4. Complete the ACUSD Student Work Assignment Record #1 form. It must be signed by the student and teacher (center section) prior to the independent study and completed and signed again by the teacher after the student's work is returned and evaluated.
5. Complete a Student Assignment Sheet on separate pieces of paper for each subject that accompanies the two forms in steps 3 and 4. **The work assigned must be equivalent to classroom lessons in standards covered, rigor and time involved. Assignments should mirror, as best as possible, regular classroom work. Instructing a student to just keep a journal is not sufficient for ELA.**

At the parent, student, teacher(s) and Principal meeting:

1. Review the ACUSD Independent Study Master Agreement; everyone signs the form. The Principal signs as *Other Person Responsible* or, if a second teacher is involved, at the bottom of the page.
2. Go over the Student Assignment Sheet, listing all of the student's assignments.
3. Review the ACUSD Student Work Assignment Record 1 form. The student and teachers(s) sign and date this form. Emphasize with the parent and student that all work must be completed and submitted to the teacher the first day back after the Ending Date on the Master Agreement or the due date on the Student Work Assignment Record #1 form.
4. Make copies of the ACUSD Independent Study Master Agreement, the ACUSD Student Work Assignment Record #1 form and Assignment Sheets. Keep the originals. Send the copies of the forms and the work home with the student and parent.

When student returns:

1. Collect all Independent Study work, date (date received) and initial each assignment submitted. Evaluate work.
2. Complete the bottom half of the ACUSD Student Work Assignment Record #1 form. Under Subject, list ELA, Math, History, Science (whatever you listed under Objectives (Short Term) on the top half of the form.)
3. In the boxes under Supervising Teacher's Evaluation/Certification, at the bottom of the ACUSD Student Work Assignment Record 1 form:
 - Enter the actual number of days of the Independent Study (must match Master Agreement).
 - If the student was gone 5 days and completed all the work, enter 5 by Days Credited
 - If the student was gone 5 days, but only submitted 3 days of work, enter a 3 by Days Credited and a 2 by Days Not Credited.
4. Teacher(s) sign the bottom of the ACUSD Student Work Assignment Record #1 form.
5. Submit the ACUSD Independent Study Master Agreement form, the ACUSD Student Work Assignment Record #1 form, the Student Assignment Sheets and the actual student work to the Principal for yearly auditors to review.

In your Attendance Register... do not enter any Es or Ls

1. Enter an I for each day the student is being credited for work completed and submitted on the due date.
2. Enter an X for the day(s) for which the student is not being credited.
3. **Complete Column # 7 and Column #9 only.**
Column #7 – count all X's for the entire reporting period and enter number.
Column #9 – count all days present, including Independent Study Days, for which apportionment was given.

Alpine County Unified School District Independent Study Master Agreement

Name: _____	Student Number: _____	Grade: _____
Address: _____	Age: _____	Birthdate: _____
City: _____	Zip: _____	Phone: _____
Duration of Agreement: _____	Beginning Date: _____	Ending Date: _____
School Enrolled: _____	Program Placement: _____	

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.
- This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the *Assignment and Work-Record Form(s)* that will be 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 Work-Record Form(s)*.
- According to district policy for independent study in grades

K-3	1	5
4-8	2	10

 9-12 no more than 3 weeks or 15 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 Alpine County 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 Alpine County Unified School District adopted curriculum. The *Assignment and Work-Record Form(s)* include the course descriptions, objectives, study methods, evaluation methods, and resources covered by this agreement.
- Independent study is a voluntary optional alternative in which no pupil may be required to participate; a classroom option will always be available to the student. In the case of a pupil who is referred or assigned pursuant to *Education Code* Sections 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above.
- The student's work will be evaluated by the method specified in the *Assignment and Work-Record Form(s)*.
- The student agrees to meet with or report to the teacher regularly, in accordance with the frequency, date, time, and location specified in the *Assignment and Work-Record Form(s)*.

Student Responsibilities:

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.
- 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 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.

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 under "Student."

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 a traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his or her enrollment in independent study.
- Unless otherwise indicated, 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 responsibility to promptly reschedule any appointment missed because of any emergency.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due.
- I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my child.
- 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 appeal to the school administrator any decision about my child's placement or school program in accordance with the Alpine County Unified School District's policies and procedures.

AGREEMENT: *We have read this agreement, including the Assignment and Work Record form(s) and hereby agree to all the conditions set forth within.*

Student _____ Date _____

Parent/Guardian/Caregiver _____ Date _____

Independent Study Supervising Teacher _____ Date _____

Principal _____ Date _____

Alpine County Unified School District Student Work Assignment Record #1

Student/Child Name: _____	School: _____
Teacher: _____	Date Given: _____ Date Due: _____
Course Title: _____	

SCHEDULE FOR REPORTING OR SUBMITTING ASSIGNMENTS TO ASSIGNED TEACHER:

The student shall submit assignments to the assigned teacher for evaluation according to the following schedule:

Frequency: _____ Time: _____ Place: _____ Manner: _____

Three incomplete assignments will result in reevaluation of this student's independent study placement.

OBJECTIVES (Short Term):

Subject:	Course Value:	Subject:	Course Value:

Subject: ELA, Math, Social Studies, Science, PE, etc. **Course Value** = # of days on I.S. divided by 45 days in the quarter (example 5/45 = 11%)

METHOD OF STUDY: Child Reads Answers Questions Completes Worksheets Takes Quizzes or Tests

Other _____

METHOD OF EVALUATION: Demonstration of Skills Written Test Oral Presentation Minimum Performance of 60%

Other _____

LIST OF RESOURCES AND STUDY MATERIALS AVAILABLE: _____

I HAVE READ THE TERMS OF THIS AGREEMENT AND HEREBY AGREE TO ALL THE CONDITIONS SET FORTH WITHIN.

Student: _____ Date: _____

Teacher: _____ Date: _____

The following section is to be completed by the assigned teacher(s) after pupil completes assignments.

Subject:	Grade:	Date Turned in:	Makeup (Academic) If Applicable:	Teacher Initials:	Date:

SUPERVISING TEACHER'S EVALUATION/CERTIFICATION:

To be completed by supervising teacher after evaluation of assignments.

My signature below indicates that I, the assigned supervising teacher, have personally evaluated the time value (apportionment credit) of the student's work products, or that I have personally reviewed the evaluations made by other certificated teachers.

Actual Days of Absence From _____ To _____ Date Assignments Evaluated: _____

Total Number of Attendance Days Possible	
Total Number of Days Credited	
Total Number of Days Not Credited	

Supervising Teacher Signature: _____ Date Evaluated: _____

(Attach graded and completed work and turn in to principal. Principal's initials and date _____)

**INDEPENDENT STUDY
STUDENT ASSIGNMENT SHEET**

Student: _____ **Grade:** _____

Dates: _____ to _____

Due Date: _____

Subject: (circle one) **ELA (English/Language Arts) MATH SOCIAL STUDIES SCIENCE**
PE/HEALTH OTHER: _____

(List assignments here or attach a typed version)