

RESCUE UNION SCHOOL DISTRICT

Guidelines : Short Term Contract for Independent Study

1. Independent Study is strictly voluntary.
2. Education Code stipulates specific parameters including 5 consecutive days at a minimum, one semester maximum.
3. Purpose for the contract is for student to continue academic work while away from school, and for the district to continue receiving attendance credit.
4. Assigned work needs to meet the expectations of at least what might be assigned on a minimum day but could be more.
 - **Elementary = 180 minutes**
 - **Middle Schools = 175 minutes**
5. Responsibilities:

Principal (*five days prior to first date of contract*)

- a. Approves and signs student/parent/guardian Master Agreement.
- b. Notifies teachers to complete Assignment Contract for Master Agreement.
- c. Distributes Assignment Contract, textbooks and other resources to student (Middle School only).
- d. Ensures AERIES system is updated for student attendance.
- e. Retains student work in a school site file for up to three years for audit purposes. (See Administrative Regulations page 5 of 5 for specific record requirements).

Teacher and/or Principal Designee

- a. Distributes Assignment Contract, textbooks and other resources to student (elementary only)
- b. Corrects student's work upon return to class, place evaluative marks, initial and date
- c. Completes Academic Credit/Evaluation sections after student returns.
- d. Checks appropriate attendance credit, signs form, staples student work sample and gives to principal for filing.

Student Services Secretary

- a. Updates attendance codes in Aeries system

Students who foresee being absent for five or more days for justifiable reasons may request an Independent Study Contract one week prior to the first day of absence to prevent loss of learning time. The Independent Study contract must be completed and returned to the office three school days before the first day of absence to receive full credit for missed assignments.

Students must return all completed assignments to their teachers(s) the first day back. Due to high academic demands and the importance of classroom instruction, it is not advised that students participate in extended vacations that may cause them to miss school for long periods.

RESCUE UNION SCHOOL DISTRICT

**ASSIGNMENT CONTRACT FOR MASTER AGREEMENT
Short Term Contract for Independent Study, K-8**

SCHOOL RESPONSIBILITIES:

- Short term contract for Independent Study is for a student enrolled in a RUSD school who enrolls in independent study to accommodate travel plans or other situations requiring the pupil to be away from school.
- No student with special needs may participate unless the Individualized Educational Program specifically provides for participation.
- Method used to evaluate the pupil’s work is the responsibility of the teacher or principal’s designee. The objective will be to assess work for completion of assignments and student’s achievement. The teacher evaluates the completed work, assigns attendance credit, and academic credit.
- 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 a student may participate in future Independent Study Contracts.

STUDENT RESPONSIBILITIES:

I understand that:

- Independent Study is a form of education that I have voluntarily chosen.
- I am entitled to textbooks and supplies, and supervision by my teacher(s).
- I have the same rights as others students in my grade at Rescue Union School District.
- If I do not complete all assignments given, my incomplete work will result in an evaluation to determine how much credit I will receive for the work completed.

I agree to:

- Complete my assigned work by its due date, as explained by my teacher and described in my written assignments.

Student’s Signature: _____ **Date:** _____

PARENT/GUARDIAN RESPONSIBILITIES:

I understand that the major objective of Independent Study is to provide a voluntary educational alternative for my son or daughter for a short term of time. I agree to the above conditions listed under “Student”. I also understand that:

- Learning objectives are consistent with and evaluated in the same manner that they would be if he or she were attending school during the period of Short Term Independent Study.
- 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 of lost or damaged books checked out to my child.

Parent/Guardian Signature: _____ **Date:** _____

Teacher: _____ **Date:** _____

Principal/Designee: _____ **Date:** _____

Date Contract Initiated: _____

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RESCUE UNION SCHOOL DISTRICT
Assignment Contract for Master Agreement
Short Term Contract for Independent Study, K-8

STUDENT _____ DOB/STU# _____ GRADE _____

Teacher _____ Room/Period _____

School of Enrollment _____

Contract Dates: from _____ thru _____ Total days _____

(Contract period may represent no more than 20 school days)

Due date: _____

This assignment is due to the teacher in person on the first day the student is scheduled to return to school, or by mail within 5 school days of the final contract date above.

Methods of Evaluation:

Schedule for Reporting or Submitting Assignments to Assigned Teacher:

Frequency: _____ **Manner:** _____

Time: _____ **Place:** _____

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 classroom teacher according to the quality of assigned work submitted.

This section to be completed **before** contract days begin by the classroom teacher (the certificated employee who is responsible for assigning, supervising, and evaluating student work).

The amount of work assigned may not be less than the amount of work on a minimum day.

Subject	Assignment/Resources/Expectations (Description of what student is expected to read, write, complete, etc.)	Academic Credit/Evaluation

Supervising 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 at least one student work sample within 5 days of student's return. Samples may be originals or copies and need student name, date, subject, marks of evaluation, and teacher initials or signature.

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 and submitted by due date earning _____ days of attendance credit

Supervising Teacher Signature: _____ Date: _____

_____ I have attached one or more samples with this assignment contract and returned both to the office.