

## RESCUE UNION SCHOOL DISTRICT

### **Short Term** Independent Study Contract

1. Independent Study is strictly voluntary.
2. The Education Code stipulates specific parameters including **3** consecutive instructional days at a minimum, but no more than **14** instructional days, **recommended no more than one per trimester**.
3. The purpose for the contract is for students to continue academic work while away from school, and for the district to continue receiving attendance credit.
4. Assigned work needs to meet the quality and quantity of a regular school day.
  - **Transitional Kindergarten = 200 minutes**
  - **Grades K-8 = 300 minutes**
5. Responsibilities:

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

- a. Approves and signs student/parent/guardian Master Agreement.
- b. Ensures AERIES system is updated for student attendance.
- c. 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).

#### **Supervising Teacher**

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

#### **Student Services Secretary**

- a. Updates attendance codes in Aeries system

Students who foresee being absent for **3-14 days for justifiable reasons** may request an Independent Study Contract no less than **5 instructional days 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 five school days before the first day of absence to allow for adequate processing.

**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 for **3-14 days**.
- 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 other 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, as well as determine if I may participate in future Independent Study Contracts.**
- I understand that if I have been suspended or expelled, pursuant to Education Code 48915 or 48917, I am unable to do Short-Term Independent Study unless the Superintendent or designee has offered an alternative to classroom instruction.

***I agree to:***

- **Complete my assigned work and return to my teacher(s) the first day I return to school.**

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.
- **If my child misses three assignments from this Independent Study Contract, or the academic credit determines the educational progress was not met, an evaluation will be conducted to determine whether or not it is in my child's best interest to participate in a future independent study agreement.**
- I am liable for the cost of replacement or repair of lost or damaged books checked out to my child.
- If my student is experiencing homelessness, is a foster student, is in need of mental health services, has a Section 504 plan, or has an IEP (Individualized Education Plan), in lieu of your child's support services, a work packet will be available to allow your child to work on their individualized goals. No compensatory services will be offered.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Date Contract Initiated: \_\_\_\_\_

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### 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 \_\_\_\_\_  
 (Independent Study Contract period may represent no less than **3** school days but no more than **14** school days.)

**Due date:** \_\_\_\_\_

**The assignments in this contract are due to the teacher, in person, on the first day the student is scheduled to return to school.**

**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 is to be completed **before** the 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 the 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)*

**RESCUE UNION SCHOOL DISTRICT**

- \_\_\_\_\_ 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.