

## Independent Study Contract

Independent Study is intended to provide students with curricular materials, classwork and homework while they are out of school for an extended period of time (five days or longer). Work is provided in advance to the student, so they can keep pace with the classes as much as possible.

It is the responsibility of the student and parents to ensure the work provided is completed and turned in on time.

Students are expected to work on the provided work during their absence. **The work is expected to be turned in upon return to school. They do not receive extended time to complete work.** Students are expected to make up tests and quizzes they missed while absent within five (5) days upon their return.

Please note this is different from our regular absence policy. Students do not have the same number of days as the absence to make up the work. For example, if a student is on Independent Study for one week, Monday to Friday, the work is expected to be turned in on the first day they return to each class. However, students are NOT expected to take a test or quiz the day they return from Independent Study. Upon return to school, students will have 48 hours to meet with/question teachers before taking a test/quiz that was scheduled for the first 2 days of their return. For example, if a student returns on a Monday and there is a test that day, they may have until Wednesday to make it up.

**The Independent Study Contract will not be completed if the work is not turned in on time.** Students need to have the completed contract signed and turned in when they return from the absence. Incomplete contracts or failure to turn in work will result in Unexcused Absences, make-up work will not be accepted, and missed tests or quizzes will not be made up.

Students returning from Independent Study should check with each teacher about any other missing work or information missed during the absence. The best practice would be to check with the teachers about a time they are available to meet (i.e. before/after school, lunch or nutrition). Students and parents should also check teachers' websites for any other work noted during the absence.

When the contract has been signed by all teachers, it should be turned in to the Main Office, **along with a copy of one assignment**, to Ms. Norton, Student Services Assistant/Registrar.

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I acknowledge that ALL of the assignments issued with this contract are DUE UPON THE RETURN TO CLASS.

STUDENT: \_\_\_\_\_

PARENT: \_\_\_\_\_

# OAK PARK UNIFIED SCHOOL DISTRICT INDEPENDENT STUDY MASTER AGREEMENT

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **School:** Medea Creek M.S

**Duration of Contract:** \_\_\_\_\_ **to** \_\_\_\_\_ **Type:** Short Term

**Independent Study Category:** Standard Course of Study

This master agreement fulfills the legal guidelines established by the California Department of Education for a student who may need to complete course work through an alternative instructional strategy known as independent study. In conjunction with this Master Agreement, a Course of Study Contract will be completed which will outline the necessary details for independent study work. The following items shall be determined for each course on the contract, and the Course of Study Contract will be part of this Master Agreement:

- \*Manner, frequency, time and place reporting on progress of assignments
- \*The assignments and description of the major objectives for each class course
- \*The methods or activities which will be required to meet the educational objectives
- \*The specific resources including personnel and instructional materials available to the student
- \*The evaluation method to be used by the teacher to assess the student's progress

## **General Conditions:**

- \* The primary goal of independent study is to enable the students to keep current with grade-level studies during the period covered by this agreement.
- \* Independent Study required the support of parents who will ensure that students complete all assignments on time.
- \* The Oak Park Unified School District will provide the teacher services, instructional materials, and the other necessary resources as specified for each assignment.
- \* An independent study student has the same rights and responsibilities as any other student enrolled in the school of residence.
- \* All full-time independent study students are required to complete a minimum of 20 hours of work per week.
- \* The student agrees to complete the assignment as outlined in the Course of Study Contract and understands that learning objectives will be consistent with the guidelines established in the Oak Park Unified School District curriculum frameworks.

## **Agreement:**

We have read the terms of this agreement and hereby agree to all of the conditions set forth. We understand that independent study is an **optional educational alternative** in which no student may be required to participate. We further understand that instruction may be provided through independent study only if a student is offered the alternative of classroom instruction. Additionally, I understand that if my student is currently under an Individualized Educational Plan (IEP), the IEP must specifically provide for enrollment in independent study.

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

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## MEDEA CREEK MIDDLE SCHOOL Course of Study Contract

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Request that I be placed on Independent Study

From: \_\_\_\_\_ To: \_\_\_\_\_ For: Standard Course Study

**OBJECTIVE:** I agree to complete the assignments to me by the day I return to school. If it is returned any later than one week past my return date, I understand that this contract will become invalid and my absence will be recorded as *unexcused* absence. All course objectives will be consistent with the guidelines established in the district course curriculum guide. Fifteen hours of successfully completed work equals one unit of credit for long term independent study. Assignment may last for one month or less. Enrollment status will be reviewed after assigned work is not satisfactorily completed or appointments are missed for three, one week assignments periods or for a single month assignment period. Specific resources are listed on each course contract.

**EVALUATION:** The following evaluation methods may be used in determining successful completion of work and the grade to be awarded: demonstration/skills, presentation, project, written test, oral test, journal, assignment complete, written report, discussion, student log, or other as specified.

**\*\*I WILL COPY ONE SAMPLE OF THE WORK COMPLETED WHILE ON INDEPENDENT STUDY AND RETURN IT WITH THIS FORM TO THE MAIN OFFICE ON/BEFORE THE DATE IS IT DUE OR MY ABSENCE WILL BE UNEXCUSED.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or Guardian Signature

COMPLETE THIS SIDE NOW: Have your teacher sign that assignments have been GIVEN			WHEN YOU RETURN: Have your teacher sign that your assignment is COMPLETED
SUBJECT	ASSIGNMENT	TEACHER SIGN.	TEACHER SIGNATURE
LA			
SS			
MATH			
SCIENCE			
ELECTIVE			
PE			

CERTIFICATION OF COMPLETION: \_\_\_\_\_ DATE: \_\_\_\_\_

**IMPORTANT: Keep one copy for yourself and return one copy to the Attendance Office**