

NOVATO UNIFIED SCHOOL DISTRICT
SHORT-TERM SCHOOL-BASED INDEPENDENT STUDY
CONTRACT FOR FIVE TO FIFTEEN CONSECUTIVE SCHOOL DAYS

Students on Short-Term School-Based Independent Study and being served by their regular teacher shall not be dropped from the regular student roster. During the independent study, the student's absence is recorded as an unexcused absence. After the work is evaluated by the teacher and agreement completion is verified, the absence is changed to an excused independent study absence.

Following is the Short-Term School-Based Independent Study Agreement which all schools are to use and complete five (5) days prior to the beginning of the absence. This meets the criteria set forth by the California Department of Education. All agreements must be fully signed and dated before the absence occurs or Novato Unified School District could lose Average Daily Attendance (ADA).

The teacher, or other designated employee at your school, must complete the section which shows the amount of Average Daily Attendance (ADA) which has been completed by the student. Enter the appropriate code into the attendance system on the days apportionment attendance was earned. If the student is not getting full credit for their days absent, show the appropriate code for an unexcused absence for the days that "work" was not done by the student.

An original sample of the homework, not a journal/workbook unless it is part of their regular school work, must be attached to the agreement and kept in the file. The homework must include a grade, evaluation, number of apportionment days of work completed, and be signed by the certificated employee.

Only a certificated person can sign the forms and make the determination of how many days "work" was completed. A classified person cannot sign their own name, sign for the teacher, or sign for the principal. The signature must be an original signature (not a stamp).

Restrictions:

Special Education students can participate in independent study only if it is specifically noted in their Individual Education Program (IEP).

Temporarily disabled students may receive individual instruction based on an agreement between the district and parent stating that independent study is an alternative to home and hospital instruction.

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Student Responsibilities:

I understand that:

Short-Term School-Based Independent Study is a form of education that I have voluntarily chosen and I will always have a classroom option available.

I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the services and resources received by other students enrolled in my grade of _____.

I have the same rights as other students in my grade at _____ School.

I must follow the discipline code and behavior guidelines of the _____ School in accordance with district policy.

I agree to:

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

Parent/Guardian/Caregiver Responsibilities:

I understand that the major objective of Short-Term School- Based Independent Study is to provide a voluntary educational alternative for my student. I agree to the conditions listed under "Student Responsibilities". I also understand that:

Learning objectives are consistent with and evaluated in the same manner that they would be if my student were enrolled in a traditional school program.

If my student has an Individual Education Program (IEP), the IEP must specifically provide for their enrollment in Short-Term School-Based Independent Study.

I am responsible for supervising my student while they are completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation.

I am liable for the cost of replacement or repair for willfully damaged books and other school property checked out to my student.

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Student: _____

School Enrolled _____ Student Number _____ Grade: _____

Address: _____ Age: _____ Birth Date ____/____/____

City: _____ ZIP Code _____ Phone (____) _____

Duration of Agreement: _____ Days _____ Beginning Date _____ Ending Date

Location(s): _____

School Responsibilities:

The Short-Term School-Based Independent Study master agreement is in effect for the following dates beginning _____ and ending _____.

This 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-Related Form(s) that will be 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).

Short-Term School-Based Independent Study may be an option for students who have unavoidable absences and will be absent for five to 15 consecutive school days. Eligible students may apply for Short-Term School Based Independent Study contract at their school office. If a student must be gone for more than 15 consecutive school days, the student must be withdrawn from their school and given the option to enroll in NOVA, Novato Unified School District's Independent Study School. For education-related circumstances, the Superintendent or designee may extend the maximum length of the contract. Short-Term School-Based Independent Study contracts cannot be used for disciplinary reasons. (BP6158)

The Novato Unified School District will provide 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 Novato 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.

Students work must be submitted to the school on the agreed upon return date.

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Students work will be evaluated by the teacher assigning the work and signing the agreement.

I have the right to appeal to the school administrator any decisions about my student's placement or school program in accordance with the Novato Unified School District's policies and procedures.

AGREEMENT:

We have read all pages of this agreement, including the Assignment and Work Record Form(s) made part of this agreement, and hereby agree to all the conditions set forth within:

Student Signature _____ Date _____

Parent/Guardian/Caregiver _____ Date _____

District/School Supervising Teacher _____ Date _____

Principal _____ Date _____

All dates must be before the student starts the Short-Term School-Based Independent Study.

Elementary students will have one of these sheets for all classes.

Secondary will have one of these sheets for "EACH" subject/class.

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STUDENT WORK ASSIGNMENT RECORD

(Student Work Assignment Record(s) are part of the Master Agreement)

Name _____ Student ID # _____
Classroom Teacher _____ School _____

SUBJECT: _____

COURSE OBJECTIVES:

A statement referencing the district adopted curriculum can be used with a copy of the course description and objectives attached and made part of this agreement.

RESOURCES:

The student will have resources of school staff, curriculum, textbooks, and supplementary materials that are available to all other students of the school enrolled during school hours. The following lists specific materials that are checked out to the student for use during the term of this Short-Term School-Based Independent Study agreement.

Three horizontal lines for listing resources.

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

Student _____ Date _____
Teacher _____ Date _____

Evaluation portion to be completed by the Short-Term School-Based Independent Study instructor after student finishes coursework.

EVALUATION: Teacher verification that all work is complete.

Table with 2 rows and 4 columns: Assignment Completed, Written Tests, Minimum Performance of 60%, Demonstration of Skills, Oral Presentation, Other.

Table with 2 rows and 3 columns: Credit Attempted (days), Credit Earned (days), Beginning Date, Ending Date, Date Completed.

Elementary students will have one of these sheets for all classes.

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Secondary will have one of these sheets for "EACH" subject/class.

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	Monday	Tuesday	Wednesday	Thursday	Friday
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1
Dates					
ADA Credit	1	1	1	1	1

Evaluating Teacher Signature _____ Date _____

Subject	Assignment	Teacher Initials (Upon Completion Secondary)

An original sample of Independent Study work (which includes evaluation, comments, and the teacher's signature) must be attached to this form.

Independent Study is an optional educational alternative in which no student may be required to participate.

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Demonstration of Skills		Oral Presentation		Other	

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