



Alview-Dairyland Union School District

12861 Avenue 18 1/2 Chowchilla, CA 93610 (559) 665-2394

Master Agreement

Student:	Student ID number:	Grade level:
Address:	Age:	Birth date:
City:	Zip code:	Phone: 2nd Phone:
Duration of agreement:	Beginning date:	Ending date:
School of enrollment/program placement: Alview-Dairyland Union School District		

Signatures and Dates: We have read and understand the terms of this agreement, and agree to all the provisions. Electronic signatures will be accepted, if needed, per Ed Code 51747 and MCBE 5220.

Student: _____ Date: _____
Parent /Guardian/Caregiver: _____ Date: _____
Teacher: _____ Date: _____
Counselor: _____ Date: _____
Administrator/Designee(s): _____ Date: _____

Other Assisting Person(s):	Date:	Other Assisting Person(s):	Date:

Teacher/Student Transfer: _____ Date: _____

Objectives, Methods of Study, Methods of Evaluation, and Resources: We understand that the student is to complete the subjects/ courses listed below, and that subject/course objectives reflect the curriculum adopted by Alview-Dairyland Union School District (ADUSD). The specific objectives, methods of study, methods of evaluation, and resources for each assignment covered by this agreement may also be described in the Assignment and Work Record forms, which are part of this agreement, and any subsidiary agreements, are also part of this agreement.

SEMESTER I	
Subjects/Courses	Course Value/Credits

SEMESTER II	
Subjects/Courses	Course Value/Credits

Reporting: We understand that students are required to report to their teacher(s) as scheduled.

Manner of reporting: One-on-one weekly in-person meeting with teacher of record.

Frequency: Once every 5 school days.

Day: M T W T F (circle) **Time:** _____ : _____ **Place:** _____

Student educational objectives: The student must make adequate and appropriate progress toward the attainment of the State Standards and Alview-Dairyland Union School District adopted course of study for grade _____. The student will complete the courses listed below during the term of this written agreement as they are outlined in Alview-Dairyland Union School District course descriptions. The Assignment and Work Record form may also include additional descriptions of the major objectives and activities of the course of study covered by this agreement.

Attendance and Engagement Accountability: Student attendance is contingent upon work completed, as assigned by the teacher and in accordance with time value method of attendance accounting per California Educational Code.

Tiered Re-engagement Procedures: Per Ed. Code 51747(d) LEAs, must have tiered re-engagement procedures for students who are not in attendance for more than three school days or 60% of instructional days in a school week, or who are in violation of the written I/S agreement. Procedures must include attendance at weekly meetings and completion of assignments as a measure of student engagement with their school. In the event that students fail to attend their weekly meetings or any other meetings that are assigned by the school for instruction, or they fail to turn in their assignments at the scheduled time, or are in violation of their written master agreement, the following will occur to help the student re-engage in their learning:

1. Current contact information will be verified on a regular basis.
2. The parent/guardian of a student who fails to attend a scheduled weekly meeting or who fails to turn in completed assignments on time will be notified within a day. During this call, reasons for the missed appointment or the missed assignments will be discussed. The student will also be contacted about these concerns. Both the parent and the student will be asked about any needs the student may have, and referrals to health and/or social services will be made, if needed.
3. The parent/guardian of a student not completing assignments or accruing two weeks of absences, will receive a Truancy Letter from the teacher/designee and a home call/contact from the teacher of record to ascertain the reason for the absences and/or why the assignments are not being completed or submitted on time. An academic school counselor and the site administrator will also be notified as an additional intervention.
4. Students missing three weeks of scheduled appointments and/or assignments being turned in will be required to attend an evaluation meeting with their parent/guardian and Principal or Program Director. During this meeting, the student's master agreement will be revisited and a determination will be made as to whether the student will remain in the program on academic/attendance probation or be returned to the student's district of residence. The outcome of any evaluation meetings will become a part of the student's permanent record.
5. If a student does not meet the requirements of their academic / attendance probation, the student will be referred back to their district of residence with 5 school days.

Activities selected as the means to reach the objectives may include, but are not limited to: Reading, research, essays, term papers, flash cards, illustrations, oral reports, demonstrations, participation, group projects, lesson exercises, games, comprehension questions, computer programs, field trips, simulations, discussions, note-taking, videos, audio tapes, and other educational activities.

Methods of evaluating student work may include, but are not limited to: Periodic reviews of assignments by a credentialed teacher, teacher observation, teacher-made evaluations, on-line exams, and written and oral tests and quizzes. Learning objectives are consistent with and evaluated in the same manner as students attending classes on a daily basis.

Assignments: For students in all programs of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be:

For K-3: One week

For 4-8: Two weeks

When special or extenuating circumstances justify a longer time for individual students, the director or their designee may approve a period not to exceed four weeks, pursuant to a written request with justification. Pursuant to board adopted policies, the student cannot miss consecutive assignments, or show a lack of satisfactory academic progress, as measured by credits earned toward graduation, before an evaluation shall be conducted to determine whether it is in the best interest of the student to remain in independent study. A written record of the evaluation findings, made pursuant to this subdivision, shall be maintained in the student's permanent record.

Reporting Student Academic Progress to Parent/Guardian: Communication with the student's parent/guardian regarding the student's academic progress will occur on a regular basis throughout the year. Communication will occur at least twice during each grading period with Progress Reports being mailed to the parent/guardian mid-quarter and Report Cards being mailed to the parent/guardian at the end of each quarter/semester.

Voluntary Statement: We understand that independent study is an optional educational alternative, that students select voluntarily, including students covered under California *Education Code* sections 48915 and 48917. As such, no students may be required to participate in independent study. All students who choose independent study must be offered an alternative of classroom instruction, and they must have the continuing option of returning to in-person instruction at their district of residence within 5 days of that request.

Quality and Quantity; Rights and Privileges; Resources and Services: The independent study option is to be substantially equivalent in quality and quantity to classroom instruction. Students who choose to engage in independent study are to have equality of rights and privileges with the same access to existing services and resources as students in the regular school program.

Available Resources: This student is entitled to the same school services and resources, including but not limited to, all school personnel, a credentialed teacher, textbooks, computers and educational software, connectivity devices, supplementary materials,

field trips, group classes, tutoring, and community resources that are provided to all students enrolled in the school. These resources cannot be funds or other things of value to the pupil or his or her parent or guardian that a school district could not legally provide to a similarly situated pupil.

Report of Progress: All students in independent study will receive grade reports in the same manner as students participating in site-based programs. A student's progress may also be reported on the Assignment and Work Record form or student work samples.

Academic Supports: For all students, including those who are foster youth, those experiencing homelessness, and those who have Section 504 Plans, who are performing below grade level or who are in need of additional academic support, the following will be provided

- Weekly 1-hour ELA Acceleration Class, based on i-Ready diagnostic assessment results
- Weekly 1-hour Math Acceleration Class, based on i-Ready diagnostic assessment results

For students who are English learners, the following supports will be provided to assist their acquisition of English: A team consisting of the independent study teacher (case manager), ELD teacher, academic counselor, bilingual coordinator and Principal/Program Director, will meet at least quarterly to determine appropriate placement of students in ELD classes. Data results will include ELPAC (transfer information), LAS Links, i-Ready and course grades. These results will determine appropriate student placement and allow mobility for progression through designated ELD courses, with increased proficiency levels to satisfy the criteria for reclassification of English language proficiency. The team will continue to support reclassified fluent English proficient students for four years after reclassification by reviewing data with the same frequency and explore interventions to prevent students from failing courses.

Special Education: Any student with an existing Individual Education Program (IEP) may not participate in the Independent Study program unless the IEP specifically provides for that participation (Ed Code 51745c).

Students Requiring Mental Health Support: for those students identified by staff, parent or self-identified as being in need of mental health support referrals will be made to academic counselors or school psychologist.

**Alview-Dairyland Union School District Independent Studies
Student/Parent Responsibilities**

Student Responsibilities

I understand that:

- I have the same rights as the other students in my grade at my current school.
- I must follow the discipline and behavior guidelines of the Alview-Dairyland Union School District. Any violation of these guidelines or failure to meet school/district requirement could result in dismissal from Alview-Dairyland Union School District.
- Visitation to any other school campus requires permission from that school and approval by Principal/Program Director.
- By enrolling in Alview-Dairyland Union School District, I have not waived any rights as a student, and I am entitled to all Alview-Dairyland Union School District resources.
- If I am a student with an individual education program (IEP), my IEP must specifically provide for my enrollment in Independent Study.
- If I am a high school student and achieve only minimum study requirements, I will complete the equivalent of only one semester course a month, or a minimum of 30 credits a semester; similar to a comprehensive high school (30 credits.)

I agree to:

- Attend my scheduled appointment.
- Be on time and stay for my full hour or I will be marked absent.
- Bring my textbooks and completed assignments.
- I understand that I may reschedule my appointment twice (2) in a semester, after which, it will be determined by the school administrator, my eligibility to remain in the independent study program.
- Be supervised and meet regularly with the assigned Independent Study teacher and/or approved resource personnel responsible for my educational studies.
- Complete assigned work by its due date, as explained by teacher or teachers and described in my written assignments.
- Obtain transportation to scheduled meetings. I understand that lack of transportation to the school site is not an acceptable reason for failing to meet with my teacher and/or supervisor to submit my completed assignments.
- Complete all required testing at my school site, including but not limited to, CAASPP, ELPAC, i-Ready and LAS Links diagnostic, formative and summative assessments and Physical Fitness Assessments (PFA) as applicable.
- Attending all Acceleration Classes or intervention labs, as deemed necessary by the teacher/site administrator.
- Revocation of any work permit issued until all assignments are completed and I am successfully passing all classes.
- Complete my assigned work and achieve at least the minimum performance requirements of the course of study. I understand that credit, which is based on mastery of learning, can only be issued after I have successfully completed an activity and it has been evaluated. I realize that a minimum of 15 hours of work is needed for each unit of credit.
- Meet weekly with my teacher of record and understand that failure to complete assignments will result in an evaluation to determine if I should remain in independent study.

Teacher Initials: _____ Student Initials: _____

Parent/Guardian/Caregiver Responsibilities:

I understand that:

- Independent Study is an optional educational alternative for my child and one that I have voluntarily selected. I agree to the conditions listed under "Student."
- 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 individual education program (IEP), the IEP must specifically provide for his/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 in the agreement. It is my responsibility to promptly reschedule any appointment missed because of an emergency.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring 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 issued to my child.
- It is my responsibility to provide any needed transportation for my child's scheduled meeting 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 Alview-Dairyland Union School District policies and procedures.

Teacher Initials: _____ Parent/Guardian/Caregiver Initials: _____

