

# JAMESTOWN SCHOOL DISTRICT

## 2025-2026 Master Agreement for Independent Study (Part I)



Student Name	Student ID	Grade	DOB	School of Enrollment	Program/ Teacher(s)
					<u>August 20, 2025- June 4, 2026</u>
Student Address				Primary Phone	Beginning Date      Ending Date

This master agreement for Independent Study is in effect during the 2025-2026 school year. Prior to signing this agreement, the student or parent/guardian may request a pupil-parent-educator conference or school meeting via phone, videoconference, or in-person. This meeting will involve all of the people who sign this written Independent Study agreement. The Independent Study program is governed by California Education Code, sections 46300, 51744-51749.6, California Code of Regulations, Title 5 (5 CCR) sections 11700-11705, Administrative Regulation 6158, and Jamestown School District Board Policy (BP 6158) which stipulate that an instance of SHORT-TERM Independent Study may not be for a duration longer than a period of 15 school days, and LONG-TERM Independent Study may be for a period of time up to and including the entire 2025-2026 school year.

The District Board authorizes independent study as an optional instructional strategy for students whose needs may be best met through study outside of the regular classroom. Student participation in independent study is voluntary, and no student shall be required to participate. In the case of a pupil who is referred or assigned pursuant to Education Code 48915 or 48917, an alternative classroom has been offered and is available at all times at the school specified above

### Manner, Time, Frequency and Place for Student's to Submit Assignments:

**Manner:** Email or In-Person    **Time:** Within 5 Days of the End of the Assignment Period    **Frequency:** Upon Return to School    **Place:** Assigned Classroom

### Manner, Time, Frequency and Place for Reporting and Communicating with Parents Regarding the Student's Academic Progress:

**Manner:** Email, Phone, or In-Person    **Time:** Within 5 Days of Completing the Assignment    **Frequency:** No Less than Weekly    **Place:** Assigned Classroom

**Objective:** The objective of the Independent Study program is to enable the child to maintain their learning pace with their studies for the period covered by this agreement. This agreement sets forth the framework to successfully meet the objectives and complete the assignments identified on the **"Assignment and Student Work Record(s)" (Part II)** that will become a 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 on the applicable **"Assignment and Student Work Record" (Part II)**.

**Methods of Study:** The District shall employ methods of study targeted to reach educational objectives which may include but are not limited to: state standards, core curriculum instruction, reading, essay writing, homework assignments, lesson exercises, projects, and other educational activities that are most appropriate based on the individual assignments listed on the applicable **"Assignment and Student Work Record" (Part II)**.

**Methods of Evaluation:** The methods used to evaluate student progress include but are not limited to the following: formal and informal formative and summative assessments; a review and evaluation of various work samples; a review and evaluation of daily/weekly assignments, and any other type of review that is most appropriate based on the individual assignments listed on the applicable **"Assignment and Student Work Record" (Part II)**.

**Resources Available to Students:** The District shall provide appropriate services, supports, technology and resources to enable the student to complete their independent study successfully, which may include, but are not limited to curriculum textbooks, digital resources, resource books, and other supplies that are necessary to complete the individual assignments listed on the applicable **"Assignment and Student Work Record" (Part II)**.

**Measure of Academic Achievement to be Earned by the Student Upon Completion of the Independent Study:** Upon the successful completion of the independent study assignments, students will remain current with their studies and stay on track for meeting their educational goals.

### Additional Supports Available

To address the needs of pupils not performing at grade level or if needed support is in other areas, the following additional supports are available:

For English Learners, After School ELD support is available from 2:30-3:15 PM, Tuesday-Friday.

For individuals with exceptional needs, students /parents will be in contact with the child's special education case manager and any service providers for designated services and additional support, as well as to address any parent questions or concerns.

For pupils in foster care, pupils experiencing homelessness, or pupils requiring mental health supports, or in need of other resources, please contact our liaison, Patty Aguiar, by calling 984-4704 ext. 113

### Maximum Length of Time Allowed Between the Assignment and the Completion of Student's Assigned Work:

Pursuant to BP 6158, for students in all grade levels offered by the District, the maximum length of time that may elapse between when an assignment is made and the date that the student must complete the assigned work is one week, unless the Superintendent or designee allows for a longer period.

### The Number of Missed Assignments Allowed Before an Evaluation:

Pursuant to BP 6158, if a student fails to make satisfactory educational progress and/or misses three assignments, an evaluation will be performed, and a meeting will be convened with parent, student, teacher/administrator to evaluate whether or not the pupil shall be allowed to continue in the Independent Study program. Satisfactory educational progress will be based on the indicators specified in the Board Policy.

### **School Responsibilities:**

- The District will provide standards-aligned content that is substantially equivalent to the quality and intellectual challenge of in-person instruction including teacher services, instructional materials, supplies, technology devices, and other necessary items and resources as specified for each assignment as if s/he was enrolled in face-to-face learning.
- The teacher will evaluate the student's work according to the *Assignment and Student Work Record(s) (Part II)*. If a student fails to make satisfactory educational progress, as determined based on the indicators specified in BP 6158, and/or misses three assignments, an evaluation will be performed and a meeting will be convened with parent, student, teacher/administrator to evaluate whether or not the pupil shall be allowed to continue in the Independent Study program.
- The District will provide tiered reengagement and synchronous/live instruction, and a plan to transition back to in person instruction for those who participate in long-term independent study as detailed in Board Policy 6158.

### **Student Responsibilities:**

The student will meet with or report to the teacher regularly, the frequency, date, time, and location specified in the *Assignment and Student Work Record(s)*.

*I understand that:*

- Independent Study is a form of education that I have voluntarily chosen, and I will continuously have a classroom option available to me should I choose to no longer participate in Independent Study.
- The child will complete, during the term of this agreement, the course work listed on the *Assignment and Student Work Record(s)*. All coursework will be consistent with this District's adopted curriculum.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the services and resources received by other children enrolled in my grade.
- I have the same rights as other students in my grade at my current school.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy.
- If I do not complete three consecutive assignments, my incomplete work will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom at my last school of enrollment.

*I agree to:*

- For **Long Term Independent Study**: Be supervised by and meet regularly with supervising teacher and/or approved resource personnel responsible for my educational studies as outlined on page one of this agreement.
- Complete my assigned work by its due date, as explained by my teacher or teachers and described in my written assignments.
- Turn in assignments to my teacher(s) upon the first day I return to school or on/by the due date.
- For **SHORT TERM Independent Study**, complete and submit any unfinished assignments within five school days of my return.

### **Parent/Guardian/Caregiver Responsibilities:**

I understand that Independent Study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed in the aforementioned section entitled Student Responsibilities.

*I also understand that:*

- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in the traditional school program at his/her current school.
- If my child has an individualized educational program (IEP), the IEP must specifically provide for his/her enrollment in the Independent Study program.
- Unless otherwise indicated for **Long Term Independent Study**, the supervising teacher who signs this agreement will meet with my child on a regular basis as specified on page one of this agreement. The purpose is to direct the child's study and measure progress toward the objectives in this agreement. It is my responsibility to promptly reschedule any missed appointment.
- I am responsible for supervising my child while s/he is completing the assigned work and for ensuring the submission of all completed assignments by dates due.
- I am liable for the cost of replacement or repair of school-furnished materials and devices checked out to my child that are lost, stolen, or willfully or negligently damaged.
- If my child is participating in **Long Term Independent Study**, It is my responsibility to provide any needed transportation for my child's scheduled meetings 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 Jamestown School District's policies and procedures.

### **Additional Requirements and Rules to Qualify for a SHORT-TERM Independent Study Agreement:**

- *Short-term independent study contracts may not be issued during State testing in April/May.*
- If all the work is returned with satisfactory progress, the student will maintain a clear attendance record.
- If the student's work is unsatisfactory or incomplete, the school will grant excused days of absence for only the amount of satisfactory work returned.
- The additional days of absence will be considered unexcused and will count towards truancy limits.
- If a student had any unexcused absence(s) due to failure to complete work on a short-term independent study contract, any subsequent short-term independent study contract will not be granted within the same school year.
- If the student returns to school prior to the end date, Assignment and Student Work Record(s) still must be completed.

### **Agreement to Terms**

*We have read, understand, and agree to all the conditions of Independent Study detailed above and to the terms set forth in this Master Agreement Contract, and we acknowledge that any violation may result in removal of the student from this Independent Study Program.*

*NOTE: California law requires the student to sign this agreement. A parent, legal guardian, or legal caretaker must also sign the document. For the 2025-2026 school year, electronic signatures are permitted, and the affixed electronic signature shall be deemed authentic and valid, binding on all parties.*

Student Name (Last, First, Middle)                      Signature \_\_\_\_\_                      Date \_\_\_\_\_

Parent/Guardian Name (Last, First, Middle)                      Signature \_\_\_\_\_                      Date \_\_\_\_\_

Teacher Name (Last, First, Middle)                      Signature \_\_\_\_\_                      Date \_\_\_\_\_

Other Designated Adult Name (Last, First, Middle)                      Signature \_\_\_\_\_                      Date \_\_\_\_\_



## 2025-2026 Independent Study Assignment and Student Work Records (PART II)

Student Name: \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Teacher(s) completing the Assignment and Student Work Records Form: \_\_\_\_\_

### Instructions:

Complete this form for each short-term independent study request.

- **Before the Absence:** Submit the completed form and assigned work to the attendance clerk **by the end of the student's first day of absence.**
- **After the Absence:** Upon the student's return, submit the completed form **with all assigned work** within **5 school days** to receive credit.

Subject	Learning Objective (s)	Assignment(s)	Work Completed/ Credit earned
English Language Arts			Yes _____ No _____ Partial _____ %
Mathematics			Yes _____ No _____ Partial _____ %
Science/ Social Studies			Yes _____ No _____ Partial _____ %
Spanish (Dual Immersion)			Yes _____ No _____ Partial _____ %
Other			

### Agreement to Terms

We have read, understand, and agree to all of the conditions and terms detailed in the "**Master Agreement for Independent Study**" (PART I), and we acknowledge that any violation may result in removal of the student from this Independent Study Program.

*NOTE: California law requires the student to sign this agreement. A parent, legal guardian, or legal caretaker must also sign the document. For the 2025-2026 school year, electronic signatures are permitted, and the affixed electronic signature shall be deemed authentic and valid, binding on all parties.*

Student Name (Last, First, Middle) Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Last, First, Middle) Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Name (Last, First, Middle) Signature \_\_\_\_\_ Date \_\_\_\_\_

Other Designated Adult Name (Last, First, Middle) Signature \_\_\_\_\_ Date \_\_\_\_\_

# 2025-2026 Independent Study Assignment and Student Work Records Credit Completion Record

Student Name: \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## School Use Only:

Teacher(s) completing the Assignment and Student Work Records Form: \_\_\_\_\_

Total Days of Assigned Work During the Contract Period \_\_\_\_\_

Total Days of Attendance Granted Based on Teacher Evaluation of Assignments Completed \_\_\_\_\_

Name of Teacher Assigning Days of Attendance Credit \_\_\_\_\_

Signature of Teacher Assigning Days of Attendance Credit \_\_\_\_\_

\*\*\*\*Work Sample Policy (attach all work for 2 or fewer days, representative sample for 3 or more days)