



Laguna Beach Unified School District

Master Agreement for Secondary Short Term Independent Study

School Name:	Supervising Administrator:
Student Name:	Agreement Duration:
Student Number:	Beginning Date:
Street Address:	Ending Date:
City, State, Zip:	Year:
Phone Number:	Grade Level:
Parent Cell #:	Student Cell #:
Date of Birth:	Email Address:
Program Placement: <input type="checkbox"/> IDEA <input type="checkbox"/> 504 <input type="checkbox"/> English Learner	

Short term independent study is meant to provide an alternative to classroom instruction in order to maintain a continuity of instruction, to the extent possible, during a student's absence. However, it may not be possible to replicate all regular classroom activities and assignments. Students who engage in short term 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.

Parents must request short term independent study at least two weeks prior to the start date, unless there is an emergency situation and the shorter notice is approved by the principal or designee. Short term independent study is for students who will be absent for six (6) days to six (6) weeks. Short term independent study must be requested through the attendance office, not directly through the teacher. All short term independent study assignments must be turned in within one week of the student's return to school.

Students who successfully complete all short term independent study assignments may be eligible to have their absence(s) eliminated for attendance purposes. It is the decision of the principal or designee whether to grant attendance credit for short term independent study based on teacher input regarding successful completion of assignments.

Method of Evaluation: Academic evaluations will be designated on the Student Assignment Sheet. These can include, but are not limited to: teacher-made tests, student conferences, work samples, observations, state standards testing, presentations, quizzes, labs, finals.

Completion Policies: If a student turns in late/misses 3 assignments during the course of the master agreement, an evaluation will be conducted to determine whether it is in the best interests of the pupil to remain on short term independent study. A written record of the findings of any evaluation shall be treated as a mandatory interim pupil record. This record shall be maintained for three years from the date of the evaluation and shall be forwarded to any California public school in the event that the pupil transfers. It shall be the responsibility of the supervising administrator to ensure and record that adequate progress and effort are being put forth by the student to prevent this action.

Objectives: The student will complete the courses below. All course objectives will be consistent with established Board policy and school standards, as outlined in the subject/course descriptions. The Assignment Sheets will include additional descriptions of the major objectives and activities of the courses of study covered in this agreement, including the evaluation of student work.

Subject	Teacher	Course	Section	Date

Voluntary Statement: It is understood that the short term independent study is a continuously voluntary educational alternative in which no child is required to participate.

Signature and Dates:

I have read and understand the terms of this agreement, and agree to all provisions set forth.

Student	_____	Date	_____
Parent	_____	Date	_____
Administrator	_____	Date	_____
Teacher	_____	Date	_____
Teacher	_____	Date	_____
Teacher	_____	Date	_____
Teacher	_____	Date	_____
Teacher	_____	Date	_____
Teacher	_____	Date	_____
Other	_____	Date	_____