

**Ventura Unified School District**  
**Independent Study (IS) Master Agreement; Full-Time and Part-Time/Course-Based**

Student Name	ID #	Grade	Birth Date:
Address	Student Phone #	Parent Phone #	
School Year	Start Date	End Date	

**Objective**

The student will complete the course(s) listed below during the current school year. All course objectives will be consistent with established district guidelines. Assignment and work record forms will include additional descriptions of the major objectives and activities of the course of study covered by the agreement. **It is understood that:**

- The purpose of this agreement is to enable the student to successfully reach the objectives, identified assignments and work record forms that will be part of this agreement. See Course Description forms for specific course, assignment objectives and methods of evaluation.
- VUSD will provide the teacher services, all instructional materials, access to technology devices needed and other necessary items and resources as specified for each assignment. Access to the teacher, counselor, support staff and all of the resources on the campus are free and available to all students during school hours. All hardcopy/digital textbooks and materials are provided and students may access classroom materials, staff and classroom technology during school hours.
- The student agrees to meet with the teacher regularly in accordance with the frequency, time, and location specified in the contract.
- Full-time IS students are expected to work on assigned lessons 4-6 hours each day, 5 days per week to complete sufficient work and credits to remain on track toward graduation. Course-based (part-time) IS students are expected to work on assigned lessons approximately 3.5 hours per week for each IS course.
- Full-time IS students should complete 6 courses (earn 30 credits) during a full semester. (A partial semester will be prorated accordingly.)

VUSD Course Title	VUSD Course #	# Credits	Edgenuity/Other/ISPE

**Methods of Study and Resources:** Methods of Study and Resources for each course will be provided by the teacher and listed on the course outline and rubric.

**Methods of Evaluation:** The Methods of Evaluation used to determine if the student met the academic objectives for each course are varied and may include signed time logs (i.e., IS Physical education), presentations, written or oral reports, written or oral tests, interviews, projects, demonstrations of skill, technology based presentations, completed assignments, portfolios, and teacher observation. The assignment specific methods of evaluation will be provided by the teacher and listed on the course outline and rubric.

**Student:**

**I understand that:**

- IS is an optional educational alternative that I have voluntarily selected. A classroom option is continuously available per EC§51747(c)7 and I may return to a regular classroom setting at any time. Section 48915, 48917 students (expulsion/suspended expulsions) may choose independent study, but also have a continuous choice of a classroom setting.
- By entering Independent Study, I have not waived any rights as a student and I am entitled to all VUSD services and resources.
- If I am a student with an Individualized Education Program (IEP), my IEP must specify my enrollment in Independent Study.
- Visitation on any other school campus requires expressed, advance permission from that school.
- For HS, if I achieve only **minimum** study requirements, I will be completing one 5-unit semester course every 4-5 weeks. At this minimum rate, I will complete only 20 semester credits, which puts me at risk for being off-track for graduation. A regular semester at a traditional high school is 30 credits.
- The maximum allowed time for the completion of any assignment is 2 weeks (per VUSD Board Policy).
- The student's work will be evaluated by \_\_\_\_\_, the assigned teacher of record and District certificated staff in accordance with performance expectations set forth by State standards and District criteria. The supervising teacher of record will report the student's academic progress to the student on a weekly basis at the scheduled one-on-one meeting. The supervising instructor will also communicate with Parents and/or Guardian regarding the Student's academic progress via email or telephone on a bi-monthly basis.
- Academic and other support to address student needs for those who are not performing at grade level or need support in other areas will be identified and provided by the teacher of record, supporting teachers, a counselor and/or administration. These may include but are not limited to: modification of assignments/course, additional one-on-one meeting support, Student Study Team meetings, development of contract, counseling, and access to district resources (psychologist, homeless liaison, student support services, etc.)

**I agree to:**

- Be supervised by and meet at least once weekly with my assigned teacher, having one-on-one synchronous instruction/contact, on my assigned day and time \_\_\_\_\_ and at the location indicated: Room # \_\_\_\_\_.
- Complete assignments satisfactorily (with a minimum work product of \_\_\_\_\_ hours per week) and regularly turn them in when due to the teacher. I understand that after missed assignments/failure to meet weekly required work completion minutes and/or failure to attend the required weekly synchronous instruction meeting will result in an evaluation to determine whether independent study is an appropriate school program and may cause one or more of the following consequences: (1) A letter of concern to me/my parent; (2) A specially scheduled appointment; (3) A conference with the teacher, counselor or principal with my parent/guardian present; (4) Letter(s) of truancy; (5) Placement on academic probation; (6) An increase in the number of required appointments and/or the amount of time I must spend on campus; (7) Revocation of any work permit issued by the school; (8) Termination of this IS agreement and my return to a regular classroom program or an appropriate alternative.
- Obtain transportation to school for my scheduled appointments. I understand that a lack of transportation is NOT an acceptable reason for failure to meet with my teacher and turn in my completed assignments as scheduled.
- 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 all assignments and had them evaluated by my teacher. I realize that a minimum of 75, and as many as 90 hours or more, can be required for each course/5 units of credit. I also understand that I must pass all tests pertinent to the assigned materials with a minimal score of 70% (per VUSD Board Policy).

**Parent/Guardian:**

**I understand that:**

- Individual course objectives are consistent with and evaluated in the same manner that they would be if the student were enrolled in a traditional program.
- I am liable for the cost(s) of replacement or repair for lost, willfully damaged or destroyed books and other school property checked out or borrowed by my student.
- Unless otherwise indicated, a teacher will meet with my son/daughter on a regular basis to direct and measure progress. The time and location of meetings with the teacher are indicated in the section above.
- I am expected to encourage my child to do more than the minimum study.
- I have the right to appeal any decision about my child's placement, school program or transfer according to District procedures.
- I may request to have my child return to in-person instruction from an independent study program at any time. My request will be processed and my child will be transitioned within 5 school days from the date of the request. The independent study program will work towards returning my child to their previous school if there is space. The final determination of school placement for in-person instruction will be determined by school capacity.
- I agree to ALL the above conditions listed under "student" and "parent/guardian" above

**Agreement: We have read all parts of this contract and agree to all terms and conditions set forth herein.**

Student	Date	Parent/Guardian	Date
Teacher of Record	Date	Other:	Date: