

## 2018 - 2019 Schedule

8:50 Start time for Kindergarten

9:00 Start time for grades 1-5

10:15-10:30 Recess - grades 1, 2, 3

11:50-12:30 Lunch/Recess - grades 4, 5

12:10-12:50 Lunch/Recess - grades 1, 2

12:35-1:15 Lunch/Recess - grade 3

1:15 Kindergarten Dismissal

1:40-1:55 Recess - grades 1, 2

1:55-2:10 Recess - grades 3, 4, 5

3:15 Dismissal - grades 1 - 5

### **Regular Attendance and Punctuality is Expected Everyday.**

Illness is considered an excused absence. If your child is ill, report the absence by calling 582-3720 in the morning. As a safety precaution, you will receive an automated call if your child's absence is not cleared before 11:00 am. Excused absences also include doctor's appointments or family emergencies. If your child has a chronic illness and is missing more than 10 days of school, a form completed by your physician is needed.

We accommodate family travel and participation on sports teams through Independent Studies. Sport Contracts must be arranged before the season begins and signed by the coach, parent/guardian, student, and teacher. Independent Study can be arranged for travel for 3 to 15 days. The form is available in the front office and needs to be submitted up to 2 weeks in advance. When completed work is returned upon arrival, the absence will be cleared.


We send letters home as part of the District Student Attendance Review Board (SARB) policy for 3 unexcused absences and/or 5 tardies. Please call the school if attendance or punctuality is a concern and you need our support; we are here to help.

A teacher is on recess duty from 8:45 to 9:00am to supervise 1st-5th grade students. Students are to drop their backpacks at designated spots and enjoy recess. Everyone should enter through the front entrance.

Volunteers are encouraged and appreciated. Volunteers must sign in and out at the front desk and wear a badge.

Any kindergarten student arriving after 8:50 am, and any student in grades 1 - 5 arriving after 9:00am needs to be accompanied by an adult to the office to sign in and receive a late slip.

# TTUSD Independent Study Master Agreement



## Independent Study Master Agreement

Contract:

**Process of Application:**  
 Parent/Guardian and student are required to meet with the school Principal prior to the start of the Independent Study program at which time a Master Contract is signed. Each Master Contract is valid for one semester term at the secondary level and one trimester at the elementary level. Only parents, legal guardians, or legal caregivers may sign independent study contracts for minors. This form must be turned in for approval two weeks prior to the date of proposed absence.  
 Policy and Condition: Independent Study is an optional alternative instructional strategy by which students in any K-12 and adult school may reach curriculum objectives and fulfill graduation requirements. Special Education students (individuals with exceptional needs as defined in Ed Code Section 560026) must have an IEP prior to enrolling into independent study in order to meet the goals included in an IEP. A copy of the IEP must be attached to the contract. Any student facing expulsion (Section 48915) or suspended expulsion (48917) may be provided instruction through independent study. This option is available during the disciplinary hearing.

**Homework Requirements for Credits/Grades:**  
 As part of the Independent Study Contract, each student is required to complete assigned work during this absence. The requirements and deadlines are outlined in this contract.

**Grades K-8:**

1. Upon completion of the learning student will be credited with having completed the assignment and get credits as marked.
2. All assignments are due on or before the date on the contract or as determined by the Principal on Page 1

AR 6158 on Independent Study identifies the criteria for extension of the assignment timelines noted above under extenuating circumstances

Failure to complete assignment(s) resulting in the loss of 5-10 days of apportionment will result in any of the following:

- A letter of concern to the parent/guardian
- An evaluation meeting with administrator, parent, teacher, student
- Revocation of any work permit issued until work is satisfactorily completed
- Termination of contract and return of student to the regular classroom of instruction or other appropriate alternative. A letter of termination is kept in student's permanent file.

**SIGNATURES AND DATES:**  
 I have read and understand the terms of this contract. I know that additional information regarding my rights and responsibilities are available to me at the school site. I agree to all of the provisions set forth:

	Full Name	Signature	Date
Student			
Parent/Guardian			
Counselor (optional)			
Teacher			
Teacher			
Teacher			
Teacher			
Teacher			
Teacher			
Teacher			
Principal			

2 Adopted February 23, 2016



## Independent Study Master Agreement

Thank you for completing the District Independent Study Form.

Student Name:		School:
Grade:	Birth Date:	Age:
Physical Address:		
Mailing Address:		
Parent/Guardian:		Phone:
Start Date:		End Date:
Assignment Due Date:		Assignments Turned In to:

**Please Select One of The Options Below:**

**A. Long-Term Independent Study:** This option is for students who are absent for an extended period of time due to health and safety issues or who are out of the country on approved leave. With this option, the student misses school for two or more weeks and will fall behind in their academic progress unless completing schoolwork via Independent Study. For critical health issues a Home-Hospital contract may be required.

Detail the reasons for absence and length of absence requested:

**B. Short-Term Independent Study:**

1. Absence of 3 or more days consecutively, but less than two weeks.

Detail the reasons for absence and length of absence requested:

**C. Short-Term Independent Study:**

2. Absences that are fixed for a short period of time and related to an extracurricular program or competitive sports (i.e. absent every Friday for a season or leaving campus during Period 6 every day for 10 days)

Detail the reasons for absence and length of absence requested for activities such as sports, music study, dance, religious classes etc.

If it is for a sport, please enter Training/Racing Days & Times:  
 Coach's Signature: \_\_\_\_\_  
 Coach's Contact Info: \_\_\_\_\_  
 Name of Team/League (Coach must identify this organization) \_\_\_\_\_

1 Adopted February 23, 2016

To access the Independent Study Master Agreement online, visit the TTUSD.org website or type in this internet address:  
<https://www.ttusd.org/domain/722>

Hard copies are available at the front office.