



**Tracy Charter School**  
**Master Agreement for Independent Study**  
**2024-2025 School Year: Grades K-5**  
**Contract Term: Full Year**

Start Date _____
End Date _____
Teacher Assigned _____

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Student ID # \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_ City & Zip Code \_\_\_\_\_

Parent(s) Name \_\_\_\_\_ Parent Phone # \_\_\_\_\_

Parent Email \_\_\_\_\_ Student Phone # \_\_\_\_\_

**Objectives:** The student will complete the courses assigned by the teacher of record on the online learning platform (K-5 Genius). All course objectives will be consistent with the established Charter School’s board policy and are consistent with Charter School standards as outlined in the Charter School’s subject/course descriptions. Courses will be assigned by grade level.

<b>Courses: K-5</b>
ELA
Math
Science
Social Studies
PE
Other:

**METHOD OF STUDY/EVALUATION**

Specific methods of study will be designated on the online learning platform, K-5 Genius. Examples of Methods of study for the student will include but are not limited to Computerized Curriculum, Independent Reading, Textbook activities, Problem Solving, Study Projects, Drill & Practice, Physical Education, Web - Internet Research & Library Research. Methods of Evaluation will be designated on the online learning platform, K-5 Genius or supplemental printed or online materials.. Examples of acceptable methods of evaluation include but are not limited to Quizzes, Tests, Work Samples, Essays, Journals, Projects, Presentations, Labs, and State/District Assessments. These methods of evaluation align with TUSD adopted assessments that would be reported on a progress report or report card.

**Resources/Supports:** *The School will provide appropriate instructional materials and personnel to enable all students to complete the assigned work. Academic, behavioral, and social/emotional support will be made available to all students in Tracy Charter School, and especially for those students who are not performing at grade level.*

**ASSESSMENTS**

All students will complete assigned diagnostic, interim, and summative local learning assessments, and state mandated testing requirements, as appropriate, specific to grade level, according to school wide expectation and organizational standard in order to inform educational plans and/or identify necessary areas of need for intervention or program support. Failure to do so may result in an evaluation of appropriate program placement.

**MEETINGS**

- Students are required to meet in-person weekly with the assigned teacher of record. Days and times for these meetings will be determined during the first week of school by the assigned teacher.
- In addition, students are also required to attend weekly group or individual meetings online in TEAMS and/or in-person. Days and times for these meetings will be determined by the assigned teacher.

- Parents/caregiver of students in grades K-5 are expected to attend with their student to assist as needed with technology and/or behavior).
- These meetings are **Mandatory**. If a student has an emergency, the meeting will have to be rescheduled with the assigned teacher if time is available.
- If a student misses 3 weekly meetings in succession, two meetings in a month, or accrues five absences in a semester, an evaluation will be conducted to determine if the student is to remain enrolled at Tracy Charter School.

### ATTENDANCE

- Students in grades K-5 are required to work at least 30 minutes daily in K-5 Genius. At least one assignment must be completed during that time period. This will complete the attendance requirement but will not keep a student on pace to complete their coursework. Students will need to work for approximately 4 hours or more per day to maintain adequate progress. The daily 30 minutes must be Monday-Friday (this does not include idle time) for attendance credit.
- Attendance credit can be earned by attending the daily/weekly in-person and/or virtual meetings.
- If a student is not making adequate progress on their courses or has 5 absences in a semester (based on completed coursework), an evaluation will be conducted to determine if the student it to remain enrolled at Tracy Charter School.

### TECHNOLOGY

All students are issued a device, case, power cord, and hotspot upon enrollment. **Personal devices are not supported by ISET and may not be compatible with school curriculum.** For tech support the first point of contact will be the teacher, students will need to contact the teacher immediately regarding technical issues.

### BOARD POLICIES

#### Independent Study Instructional Requirements

Students are expected to attend regularly scheduled synchronous instruction per grade level as well as complete work on the assigned online platform.

**“Synchronous Instruction” means classroom-style, designated small group or one-on-one instruction delivered in person or in the form of internet or telephonic communications. This involves live, two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student.**

For students in grades K to 3—synchronous and in-person group instruction is required weekly for all students throughout the school year.

- Students are expected to work asynchronously approximately 15-20 hours per week to keep up with the work in their classes.
- **If students fall behind in K-5 Genius for more than two weeks in any of their courses, a meeting with Parent, Teacher, and Student may be set up to discuss strategies to help the student. If the student makes no improvement, the teacher, counselor, and principal will convene for an intervention meeting to determine the best way to move forward for the student.**

For students in grades 4 to 5—synchronous and in-person group instruction is required weekly for all students throughout the school year.

- Students are expected to work asynchronously approximately 20-25 hours per week to keep up with the work in their classes.
- **If students fall behind in K-5 Genius for more than two weeks in any of their courses, a meeting with Parent, Teacher, and Student may be set up to discuss strategies to help the student. If the student makes no improvement, the teacher, counselor, and principal will convene for an intervention meeting to determine the best way to move forward for the student.**

### Behavior Expectations

All students are required to comply with expectations in the Student Handbook and California Education Code. Students found to be in violation of California Ed Code 48900 and/or related sections – will violate this master agreement and may be referred back to their school of residence.

**Voluntary Statement:** *It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Education Code*

Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

## ACKNOWLEDGEMENT OF RESPONSIBILITIES

### Students Agreement/Responsibilities:

- I voluntarily request participation in this independent study program and have read and understand the terms of the master agreement.
- I will complete all course work outlined in the master agreement, and as assigned to me by my teacher.
- I understand that I am to attend school every day by completing course work assigned to me, all work submitted must be my own, and violation of the school's academic integrity policy may result in failing assignments, courses, or even school dismissal.

### Parent/Legal Guardians Agreement:

- I am responsible for the daily monitoring/verification of all subjects studied, with scheduled monitoring by the assigned teacher. This includes ensuring that a responsible adult is present and available for all meetings and to work with my student to make sure they are making progress in all courses.
- I understand that my child is required to attend school every day in accordance with both the CA state compulsory attendance laws and school policy.
- I understand that in order for my student to be credited attendance, not only does he/she need to complete work each school day, but he/she must complete the assignments assigned for that month by the teacher(s).
- If I become aware of special or extenuating circumstances that will prohibit my student from turning in assigned work or attending the scheduled meeting, I will contact the teacher prior to the date to make alternative arrangements.
- I understand that it is my responsibility to provide any needed transportation for my student's scheduled meetings at a mutually agreed upon location reflected on the face of the master agreement and that lack of transportation is not an acceptable reason for failing to attend the meeting with the teacher.
- I have the right to appeal any decision about my student's placement in accordance with the school's policies and procedures.

### Teachers Agreement:

- The teacher will assign courses to be completed during the duration of this agreement.
- The teacher will evaluate work in a timely manner.
- The teacher will notify the student and parent/legal guardian of the academic credit granted for work completed.

**We, the undersigned, understand and voluntarily agree to the terms and conditions of this Independent Study agreement. Our signatures below indicate that we voluntarily participated in the establishment of these Agreements/Responsibilities and that we understand and accept our responsibilities in relation to this document.**

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

Student:

Date:

Parent/Guardian/Caregiver:

Date:

Tracy Charter School Teacher:

Date: