

**2024-2025**  
**Visalia Unified School District**  
**Master Agreement for Independent Study**  
**Grades 7-12**



Student Name:	Student #:	Grade:
Address:	Age:	Birth Date:
City:	Zip Code:	Home Phone Number:
School of Enrollment:	Cell Phone:	Alt. Phone: (St. Cell/msg/work)
Duration of Agreement: (Up to 15 school days)	Beginning Date:	Ending Date:

**Objectives, Methods of Study, Methods of Evaluation:**

The student listed above (Student) chooses to receive instruction outside of the classroom through independent study a period of 15 or fewer school days. This Master Agreement (Agreement) is to enable the student to successfully reach the objectives and complete the assignments of the Student's regular classroom instruction during the time the Student participates in independent study outside of the classroom. Objectives and assignments are identified in the assignment and work record forms (Assignment Forms) that are incorporated by reference into this Agreement.

**By choosing to participate in independent study, Student/Parent/Guardian/Caregiver agrees to:**

- Access the teachers Schoology or other media for assignments
- Participate in Synchronous Instruction and Live Interaction, as required by the District and supervising teacher, through Zoom or as required by the school site.
- If necessary, pick up curriculum materials within 48 hours of the commencement of independent study instruction, and as determined by the teacher.
- Ensure the student timely completes all work and activities assigned by the teacher. Parents/guardians/caregivers should provide the appropriate amount of support for the age level of their student but not impede the progress of the student by completing work for them. The work should represent the student's abilities to inform the teacher of their progress and areas of need.
- Timely submit completed assignments.
- Ensure that the student has a safe and appropriate place for their learning that would include a desk or a place at a table, a location where materials are easily accessible, and that household distractions are kept to a minimum.
- Ensure that the student has consistent and reliable access to the internet by way of a Wi-Fi connection. Internet connectivity is available through the District if needed.
- The student completes benchmark assessments and other required assessments in person while following safety protocols.
- If my child has an Individual Education Program (I.E.P), my child may enroll in independent study only if the I.E.P specifically provides for my child's enrollment in Independent Study.

The grade levels/subjects/courses offered through independent study are listed below. All grade level/subject area/course objectives will be consistent with the grade level/subject/course objectives established by the District's governing board and with District standards as outlined in the subject area/course outlines (Subject Area/Course Outlines), which are available [here](#) and are incorporated herein. The specific objectives, methods of study, and methods of evaluation for the assignments for each grade level/subject area/course are described in the Assignment Forms, syllabus, or other materials provided by the classroom teacher. Any subsidiary agreements are incorporated by reference and made part of this Agreement.

Methods of study may include, but are not limited to: Independent Reading, Textbook activities, Problem Solving, Study Projects, Drill and Practice, Experiential Learning, Computerized Learning, Web/Internet Research, Library Research, Small Group Classes.

Academic evaluations may include but are not limited to: Teacher-made Tests, Student Conferences, Chapter/Unit Tests, Benchmark Exams, Work Samples, Observations, Portfolios, Learning Journals, Presentations, Projects, Quizzes, Labs, Final Exams.

Upon completion of this agreement, the student shall return to the classroom. If the student continues independent study for 16 or more school days, the student shall enter into a long-term independent study program and agreement.

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Subject Areas/Courses	Credit Value	Subject Areas/Courses	Credit Value

**Assignments**

Assignments are to be submitted weekly through the students learning management system account (i.e. Schoology, Google Classroom, etc.) or other time, place, manner, or frequency prescribed by the student's classroom teacher. Individual work packets are to be returned at least weekly or to the teacher upon the students return to the classroom, whichever comes first.

To foster each student's success in independent study, the Board establishes one week for all grades and programs as the maximum length of time which may elapse between the time an assignment is made and date by which the student must complete the assigned work shall be as follows per District Board BP/AR 6158. However, when necessary based on the specific circumstances of the student's approved program, the Area Administrator may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

When any student fails to complete three independent study assignments, the Area Administrator shall conduct an evaluation to determine whether it is in the student's best interest to remain in independent study.

**Satisfactory Educational Progress**

To remain on Independent Study, Student must make satisfactory educational progress. In addition to the number of missed assignments allowed before an evaluation, an evaluation will be conducted to determine whether it is in the best interests of Student to remain in Independent Study, or whether Student should return to the regular school program. Student's level of satisfactory progress shall be considered. Satisfactory educational progress will be determined based on all the following indicators:

- Student's achievement and engagement in the Independent Study program, as indicated by Student's performance on applicable student-level measures of student achievement and student engagement set forth in paragraphs (4) and (5) of subdivision (d) of Education Code section 52060;
- The completion of assignments, assessments, or other indicators that evidence that Student is working on assignments;
- Learning required concepts, as determined by the supervising teacher; and
- Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

**Academic Progress Monitoring: Student's academic progress will be reported as follows:**

- ☐ Student feedback will be provided to students within 5 days of the return of assigned work for Independent Study email, learning management system, and/or telephone.
- ☐ Academic progress will be communicated to parents/guardians upon completion of assigned work. Academic progress will be communicated to parents/guardians within 5 days of the return of assigned work for Independent Study via email, learning management system, and/or telephone.

**Reporting**

Student is required to report to the teachers identified in the Subject Area/Course Outline or Assignment Form, in the manner, time, place, and frequency identified in the Subject Area/Course Outlines or Assignment Form, and as required by the supervising teacher.

**Additional Supports**

Students who are not performing at grade level or need support in other areas, such as English Language Learners, individuals with exceptional needs or a plan pursuant to Section 504 of the Federal Rehabilitation Act, students in foster care or experiencing homelessness, and students requiring mental health supports, will be provided with additional academic and other supports. These may include:

- ELA Intervention
- School Social Workers
- Services for Families in Transition

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- Services for Foster Youth
- Services for students qualifying for the migrant program
- Services for students qualifying for the American Indian program
- Services for students learning

During the course of the Student's participation in Independent Study, if Student needs additional support in any of the above areas, please contact the school site administration at the Student's school.

**Voluntary Statement**

Independent study is an optional educational alternative that students voluntarily select, and in which no student is required to participate. No student may be required to participate in Independent Study, including expelled students and/or students whose expulsion has been suspended. Expelled students and students whose expulsion has been suspended may only be provided instruction through Independent Study if the student is offered the alternative of classroom instruction.

**Resources and Services**

The independent study is to be substantially equivalent to classroom instruction, and students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

Student will be provided with resources, including materials, personnel, internet connectivity, and devices adequate to participate in the educational program and complete assigned work. Student will have access to the following resources: Required textbooks for the class, other materials identified on assignment form, Chromebook, Wi-Fi hotspot if needed, access to digital library, access to the supervising teacher for assistance with assignments and instruction.

- Choose one: ☐ Student will provide computer or device. ☐ District will provide computer or device as identified above.  
Choose one: ☐ Student will provide internet access. ☐ District will provide internet access as identified above.

When District property is damaged due to the willful misconduct of a student or other person, the District shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual. Likewise, if the property was willfully defaced, damaged, or lost when the student is 18 years old or emancipated, except current or former homeless and foster youth students, then the district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. (Board Policy 3515.4, Education Code 48904, 49014)

**Statement of Policies**

Other requirements governing Student's participation in Independent Study are found in BP/AR 6158, available on the District's website.

**Signature and Dates:<sup>1</sup>**

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

Student signature:	Date
Parent/Guardian/Caregiver Name:	Date
Signature:	
Supervising Teacher Name:	Date
Signature:	
Certificated Education Specialist Name (if applicable):	Date
Signature:	

<sup>1</sup> Note:

- This agreement must be signed by all parties, before the beginning date of Independent Study instruction.

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**CERTIFICATION OF COMPLETED COURSE WORK:**

Subject	Course Code#	Earned Grade	IS Credit	Date Recorded	Teacher's Initials	Teacher's Comments

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**Date Recorded:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_    **Attendance Credit/Ratio:** \_\_\_\_ / \_\_\_\_    **Supervising Teacher Signature:** \_\_\_\_\_

**Disposition:** ☐ Non-Compliance    ☐ Other \_\_\_\_\_    **Total Credit:** \_\_\_\_\_

School copy: ☐                      Parent/Guardian/Caregiver copy: ☐                      District Attendance Office copy: ☐