

Pleasanton Unified School District
Short-Term Independent Study Contract Request and Procedures

Agreements

Participation in Independent Study is optional and is voluntarily selected. Responsibilities of the parties participating in Independent Study are described in [Education Code, Section 51747](#), and [California Administrative Code, Title 5 Section 11702 and 11703](#). Parents/guardians of students at the elementary level should recognize that Independent Study requires a significant commitment on the part of the student's parents or guardians who function as the student's at-home learning facilitator. This short term contract is for independent study of 15 days or less.

- This agreement shall be signed by: the student, the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the student, if applicable (*Education Code (EC) Section 51747(g)(9)(A) and EC Section 51749.6(b)*)
- Assignments will be submitted and reported via google classroom (digitally), submitted paperwork, or other teacher directed methods. Evaluation of learning includes (but is not limited to): digital assignments, written assignments, portfolios, projects, assessments, and teacher created tasks. Student work will be applied to the grade for the time-equivalent portion (days) of course credit toward the enrolled class (elementary) or subject (secondary) only after it has been evaluated by the teacher and deemed satisfactory. Grades will be reported on and communicated to parent/guardian via the district student information system as part of the course grade. To count towards instructional time, the time spent in the online or computer-based programs must be documented by the program itself (*EC Section 51747.5(b)(2)(A)(ii)*).
- The maximum length of time that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work is the lesser of 15 school days or the last day of this contract. Work must be submitted to the school office (paper) or digitally to the teacher on the first school day after the contract completion date.
- Books, materials, technology (if needed), intervention materials, written assignments (resources reasonably necessary to the achievement of objectives in the agreement) will be made available to the student.
- The academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health support will be noted, if applicable, in the course/subject/assignment section of the agreement. These may include but are not limited to: reference materials, links to online resources, video lessons), science lab materials or other realia, additional texts, or study strategies. It is noted that, in the best interest of student learning, independent study may not be approved if it is determined that the student is unlikely to succeed in this venue.

Student and parents/guardians agree that:

- Students participating in Independent Study may not be enrolled as a student in any other public school during this contract time period. However, private, part-time, tutorial, or supplemental enrichment, or concurrent enrollment in community college classes are permissible.
- All students participating in Independent Study, including students referred or assigned to any school, class, or program pursuant to Ed Code Section 48915 or 48917 have the option of classroom instruction in the Pleasanton Unified School District or their home district. Enrollment is continuously voluntary.
- When a student misses 10 % or more assignments or 10% or more of assigned hours, the administrator may determine that short term independent study is not an effective option for the student for future work.
- Satisfactory educational progress shall be determined based on all of the following indicators: The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement, The completion of assignments, assessments, or other indicators that evidence that the pupil 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.

Parents/guardians agree to:

- Grant permission for the named student to enroll in Independent Study, an optional educational program offered by the Pleasanton Unified School District.
- Work closely on implementation and evaluation of the assignments for my student.
- Provide assistance and support, and to check for completion and quality of assigned work.
- Understand that all materials are the property of the Pleasanton Unified School District. Parents/guardians agree to pay for any lost, damaged, or unreturned materials.
- Understand that credit towards the enrolled courses/subjects will be issued only after all assigned work is completed and it has been evaluated by the teacher and deemed satisfactory.

Pleasanton Unified Board [Policy 6158](#) and [Regulation 6158](#) detail short-term independent study (15 days or less) and long term independent study (16 days or more).