



Mendocino County Office of Education

Master Agreement for Independent Study

Student Name:	Age:	Grade Level:
Address::		Birthday
City	Zip Code:	Home Phone
School of Enrollment/Program Placement:	Work Phone	Cell Phone
Duration of Agreement:	Beginning Date:	Ending Date:

It is understood that:

Objectives: The student will complete the courses listed below. All course objectives will be consistent with the established MCOE standards as outlined in MCOE course descriptions. Assignment and work-record forms will include additional descriptions of the major objectives and activities of the course of study covered by this agreement including the evaluation of student work and are incorporated herein. .

Subjects/Courses Enrolled:

Subject	Course Value	Subject	Course Value
1		5	
2		6	
3		7	
4		8	

Additional Classes: If the student satisfactorily completes any of the above subjects/courses before the ending date of this agreement, one or more subjects/courses may be added to this agreement if the agreement is re-signed and re-dated by the teacher and the student.

Reporting: Students are required to report to their teacher(s) as scheduled:

Manner of Reporting: _____ Frequency: _____

Day: _____ Time: _____ Place: _____

Assignments: According to MCOE policy for independent study in all grades, no more than 30 days may elapse between the date an assignment is made by the teacher & the date it is due, unless an exception is made in accordance with County Policy. After 2 missed assignments in any weekly assignment period, an evaluation to determine if independent study is an appropriate strategy for this student will be made that may result in one or more of the following:

- A letter of concern to the student and parent.
- Revocation of any work permit issued until schoolwork is satisfactorily completed.
- Termination of agreement and return to regular classroom instruction or appropriate alternative.

Method of Study: Specific methods of study will be designated on the Student Assignment and Work Record and are incorporated herein. Examples of methods of study for the student will include but not be limited to: independent reading, textbook activities, problem solving, study projects, drill and practice, experiential learning, web/internet research and library research.

Specific Resources: The school will provide appropriate instructional materials and personnel necessary for the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. Assignments and specific resources will be designated on the Assignment and Work Record forms and are incorporated herein.

Method of Evaluation: Academic evaluations will be designated on the Assignment and Work Record and are incorporated herein. Other acceptable methods of evaluation include, but are not limited to: teacher-made tests, student conference, progress/report cards, chapter/unit tests, work samples, observations, portfolios, state standards testing (STAR), CA High School Exit Exam (CAHSEE), learning journals, presentations, and quizzes.

Certification of Completed Work: Certification of completed work and credits given will be found in learning records, reports cards and student transcripts.

Voluntary Statement: It is understood that independent study is a continuously voluntary educational alternative for students, including expelled students (Education Code Section 48915) and/or students whose expulsion has been suspended (Education Code Section 48917). All students who choose independent study must have the continuing option of returning to the classroom.

Signatures and Dates: *I have read and understand the terms of this agreement, and agree to all the provisions set forth.*

Student: _____ Date: _____

Parent/Guardian/Caregiver: _____ Date: _____

Supervising Teacher: _____ Date: _____

Other Assisting Person(s): _____ Date: _____

Other Assisting Person(s): _____ Date: _____



Mendocino County Office of Education

Master Agreement for Independent Study **Acknowledgement of Responsibilities**

Student Agreement/Responsibility

- I voluntarily request participation in this independent study class and have read and understand the terms of the Master Agreement.
- I will satisfactorily complete all program requirements and course work outlined in the Master Agreement, as assigned to me in the periodic Student Assignment and Work Record.
- I understand that the minimum performance requirements of the course of study is 80%. I understand that credit, which is based on mastery of learning, can only be issued after I have successfully completed an activity and it has been evaluated.
- By entering independent study, I have not waived any rights as a student, and I am entitled to all MCOE services and resources.
- I understand that I am responsible for participating in the same assessment testing required of every MCOE student.
- If I am a student with an Individualized Educational Program (IEP), my IEP must specifically provide for my enrollment in independent study.
- I must follow all the discipline code and behavior guidelines of MCOE. Any violation of these guidelines or failure to meet MCOE requirements could result in dismissal from independent study.
- I understand that classroom-based instruction is available to me upon request.
- I understand that there are no excused absences in independent study and will contact the teacher to set up an alternative appointment on the rare occasions when illness or an unforeseeable emergency prevents me from attending my regularly scheduled appointment.
- I will obtain transportation to scheduled meetings, will assume full responsibility for getting to my appointments on time, and will stay for the required amount of time.
- I will bring all necessary books, completed assignments, time sheets, and supplies to appointments.
- I will return all books loaned to me in good condition. I understand that I am liable for the cost replacement or repair for damaged or lost books and other materials that are checked out to me.

Parent/Legal Guardian/Caregiver Agreement

I agree to the above conditions listed under Student Agreement/Responsibilities. I also understand that:

- The major objective of independent study is to provide a voluntary educational alternative for my son or daughter.
- Individual course objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in a traditional school program.
- I am responsible for the daily monitoring/verification of all subjects studied, with scheduled monitoring by the Independent Study Teacher.
- If I become aware of special or extenuating circumstances that will prohibit my student from turning in the assigned work by the due date, I will contact the independent study teacher prior to the due-date to make alternative arrangements. Failure to do so will trigger an evaluation of whether or not independent study is an appropriate educational strategy for my child.
- It is my responsibility to provide any needed transportation for my child's scheduled meetings at the location reflected on the face of the master agreement and that lack of transportation is not an acceptable reason for failing to meet with the independent study teacher.
- It is my responsibility to ensure that the student participates in MCOE and State mandated testing.
- I am liable for the cost of replacement or repair for lost, willfully damaged or destroyed books and other school property checked out to my son or daughter.

- I am expected to encourage my child to do more than the minimum study requirements and be involved in Work Experience, a Regional Occupational Program (ROP), community volunteer work, Community College courses, or a directed project.
- I have the right to appeal any decision about my son or daughter's placement, school program, or transfer according to MCOE's procedures.

Independent Study Teacher Agreement

- The independent study teacher will incorporate a variety of strategies to ensure student achievement
- The independent study teacher will assign, coordinate, evaluate, and oversee the student's completion of courses leading to grade level standards or a high school diploma.
- The independent study teacher will assign appropriate course work that is comparable in quantity and quality to classroom assignments, uses Board approved curriculum, and is based on the MCOE and State Content Standards.
- The independent study teacher will evaluate the student's completed work for academic and attendance credit in a timely manner.
- The independent study teacher will select and maintain student work samples which the teacher has evaluated, signed and dated.
- The independent study teacher will notify the student and parent/legal guardian/caregiver of the academic credit granted for work completed.

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

Student: _____ Date: _____

Parent/Guardian/Caregiver: _____ Date: _____

Supervising Teacher: _____ Date: _____

Other Assisting Person(s): _____ Date: _____

Other Assisting Person(s): _____ Date: _____