



# Forest Ranch Charter School

~ elevate your education

---

## Master Agreement for Independent Study

<b>Student Name:</b>	<b>Agreement Duration:</b>
<b>Student Number:</b>	<b>Beginning Date:</b>
<b>DOB:</b>	<b>End Date:</b>
<b>Address:</b>	<b>Grade Level:</b>
<b>Phone:</b>	<b>Program Placement: Independent Study</b>
<b>School:</b>	

**1) The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress:**

- a. **Manner of Reporting:** ☐ One-on-one in-person ☐ Small group in person ☐ One-on-one virtual  
☐ Small group virtual ☐ E-mail ☐ Phone Conference
- b. **Time:**
- c. **Frequency:**
- d. **Place:** At the school site or online via virtual live connection.

**Objectives:** The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is substantially equivalent to in-person instruction. This agreement is to enable the student to successfully reach the objectives and complete the assignments identified in the Independent Study and Work Record Form that will be a fully incorporated part of this agreement. With the support of the parent/guardian or caregiver, the student will submit assignments on or before their due date.

**2) Method of Study:** Specific methods of study will be designated on the Independent Study and Work Record Form. Examples of methods of study for the student will include but are not limited to: ☐ Independent Reading ☐ Textbook Activities ☐ Problem Solving ☐ Study Projects ☐ Drill & Practice ☐ Experiential Learning ☐ Computerized Curriculum ☐ Web/Internet Research ☐ Library Research ☐ Field Trips ☐ Learning Center Courses ☐ Other \_\_\_\_\_ Synchronous instruction.

**3) Method of Evaluation:** Specific methods of evaluation will be designated on the Independent Study and Work Record Form. Examples of acceptable methods of evaluation include but are not limited to: ☐ Teacher-made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, State Standards Testing ☐ Learning Journals ☐ Presentations ☐ Quizzes ☐ Labs ☐ Finals ☐ Other\_.

**Resources:** The Charter School will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to 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. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

**4) Board Policies Pursuant to Education Code Sections 51747(a) and (b):**

- a. The maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be **twenty (20) school days** for pupils enrolled in the non-classroom based program, and **twenty (20) school days** for students enrolled in the full-time classroom based program.
- b. The Executive Director or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
  - i. When any pupil enrolled in the non-classroom based program fails to complete **five (5)** assignments during any period of **twenty (20)** school days, and any pupil enrolled in the full-time classroom based program fails to complete **three (3) assignments** during any period of **twenty (20) school days**.
  - ii. In the event Student's educational progress falls below satisfactory levels as determined by the Charter School's student evaluation process, which considers ALL of the following indicators:
    1. 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 set forth in Education Code Section 52060(d) paragraphs (4) and (5).
    2. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    3. Learning required concepts, as determined by the supervising teacher.
    4. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

**5) Statement of the Course Credits or Other Measures of Academic Achievement to be Earned by the Pupil Upon Completion**

Subject Area/Objectives	Assignments	EM	Eval.
Reading/Language Arts			C INS
Math			C INS

Social Science/History			C INS
------------------------	--	--	----------

Science			C INS
Additional Coursework Completed (Physical Ed., Visual/Performing Arts/Music/Computer/Electives)			C INS

Students will meet California State Standards in all courses. All students, grades K-8, take benchmark assessments at three times throughout the school year, which measure both proficiency and individualized growth.

- 6) **Statement of Academic and Other Supports for Special Populations:** The Charter School shall utilize its multi-tiered systems of support (“MTSS”) to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities in Education Act (“IDEA”) and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil’s individualized education program (“IEP”). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The school complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing equivalent access to and providing a free appropriate public education to all students with disabilities.
- 7) **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.
- 8) **Pupil-Parent-Educator Conference:** Before signing this written agreement parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.
- 9) **Signatures and Dates:**

*I have read and I understand the terms of this agreement, and agree to all provisions set forth.<sup>1</sup>*

Title	Signature	Date
Pupil		
Parent/Guardian/Caregiver (if pupil is under the age of 18)		
Certificated employee who has been designated as having responsibility for the general supervision of independent study		
Certificated employee designated as having responsibility for the special education programming of the pupil, as applicable		

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session Week Two					
	Monday __/__/__	Tuesday __/__/__	Wednesday __/__/__	Thursday __/__/__	Friday __/__/__
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Ed					
Other					

*Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session Week Three
--

<sup>1</sup> Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

	Monday _/_/___	Tuesday _/_/___	Wednesday _/_/___	Thursday _/_/___	Friday _/_/___
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session Week Four</b>					
	Monday _/_/___	Tuesday _/_/___	Wednesday _/_/___	Thursday _/_/___	Friday _/_/___
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session Week Four</b>					
	Monday _/_/___	Tuesday _/_/___	Wednesday _/_/___	Thursday _/_/___	Friday _/_/___
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

*Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Supervising Teacher Completion:

- a. Days of Daily Engagement on Educational Activities Required by the School on Days the School is in Session: \_\_\_\_\_
- b. Time Value of Student Work Product (measured in days): \_\_\_\_\_

Attendance Approved by Teacher: \_\_\_\_\_[insert lesser of a & b]

Signature of Supervising Teacher \_\_\_\_\_ Date: \_\_\_\_\_