

## **Journey School Independent Study Master Agreement**

### **I. Educational Objectives**

The major educational objectives are to:

1. Enable the student to keep current with his/her grade-specific studies.
2. Enable the student to successfully complete his/her assignments and meet assignment-specific objectives as outlined in the school's curriculum, Master Agreement and the Assignment and Work Record.

The student's work will be evaluated regularly by his/her teacher(s) using the methods specified in this Master Agreement and the Assignment and Work Record. All parties agree to report to the designated teacher or teacher(s) regularly, in accordance with the frequency, time, date, method, and location specified below and in the Assignment and Work Record. On reaching the objectives stated in this Master Agreement for a school year, the student in grades K-8 will be credited with having completed his/her assigned grade level.

### **II. Studies**

Areas of grade-specific study provided may include, but are not limited to: English/Language Arts, Mathematics, Science, History/Social Studies, and Physical Education. Any modifications to this full course of study will be documented in the Assignment and Work Record.

### **III. Regular Reports**

Each student in every grade must communicate with a teacher at least every twenty (20) days. In addition, parent/guardians (or qualified designee) must communicate with their student's teacher(s) on a regular basis, with the frequency to be determined by the teacher based on the student's grade level and progress in program.

These required reports will occur in person at mutual agreed upon time and place. Only with approval from the School Director or designee may an electronic meeting be substituted for the monthly in person meeting. Phone, video conference and/or email contacts may be utilized in between the face to face meetings between the student and teacher(s) when necessary.

The student and parent agree to report the student's attendance on a daily basis in an attendance log provided by the school. The student and parent agree to submit student original work samples to the school by the stated deadlines, typically twice per month. Work should be submitted in person by dropping it off at the school to the teacher, although email submission or another method of submission approved by the assigned teacher may also be utilized when appropriate. The parent or guardian will ensure the student participates in all assessments as required by the school program. Each student in grades three and above must take at least one (1) Journey School staff proctored test each year. Students are expected to participate in staff proctored tests or other assessments on a regular basis.

### **REGULAR REPORTS FOR THE STUDENT WILL OCCUR ON:**

**FREQUENCY:** Meetings to be scheduled regularly, with no more than twenty (20) school days between meetings. Frequency will be determined by the teacher upon consulting with the parent and then documented in the Assignment and Work Record.

**DAY:** Monday - Friday on regularly scheduled school days. Exact dates will be determined by the teacher upon consulting with the parent and then documented in the Assignment and Work Record.

**TIME:** Between 8:30 AM and 3:00 PM or another mutually agreed upon time outside of school hours. The exact time will be determined by the teacher upon consulting with the parent and then

documented in the Assignment and Work Record.

**METHOD:** In person meeting between teacher, student and parent/guardian (or designated educational caretaker).

**PLACE:** Journey School Campus in Aliso Viejo or alternative location upon approval of administration, to be documented in the Assignment and Work Record.

**DUE DATE:** No more than 20 days from the date assigned by the teacher, with specific due dates to be determined by the teacher and then documented in the Assignment and Work Record throughout the year.

#### **IV. Methods of Evaluation**

Student evaluation will incorporate a variety of methods that may include, but are not limited to: portfolio items, review of assignments by teachers, observation, teacher-made evaluations, assessments, proctored exams, main lesson book evaluation, any other student work to be graded, and written and oral tests and quizzes. **Submission of original portfolio and original student work samples by the stated deadlines is required to participate in the program.** If the work assigned does not produce a tangible work product (e.g. reading, recitation, physical activity, etc.) the finished log(s), photographs and/or video recordings will serve as the work product for that assignment.

#### **V. Methods of Study**

Activities selected as a means to reach the objectives may include, but are not limited to: core curriculum materials, reading, flash cards, illustrations, oral and written reports, demonstrations, participation, lesson exercises, games, comprehension questions, field trips, simulations, discussions, note-taking, art projects, videos, and other educational activities.

#### **VI. Resources**

Resources include, but are not limited to: credentialed teacher support, core curriculum materials, supplementary course material, art or music supplies, main lesson books, worksheets.

#### **VII. Conditions of Independent Study**

1. Independent study is an optional, educational alternative that the student voluntarily selects. Students who choose independent study must be offered the alternative of classroom instruction and must have the option of returning to the classroom at any time. Students who choose independent study have the alternative option of returning to a classroom-based instructional program in a school of their district of residence.
2. This independent study program is substantially equivalent in quantity and quality to classroom instruction. Students in the school have equality of rights and privileges with students in other public school programs. Students are entitled to access school services and resources including, but not limited to: school staff, credentialed teachers, textbooks, supplementary materials, and the services and resources received by other students enrolled in our public charter school, as specified in the School Charter.
3. For pupils in all grade levels offered, 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.

Per Education Code 51747, the Board has determined that when any pupil fails to complete and submit at least 75% of the entire monthly assignment during any period of twenty (20) school

days, the Administrator or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. Where special or extenuating circumstances exist, and this set time limit cannot be met, the Administrator or designee may approve a period not to exceed an additional twenty (20) school days. (Education Code 51747 (a))

4. The evaluation triggered by the missed assignments will be delivered to the parents. Written evaluation findings shall also be kept in the student's school record. (Education Code 51747 (b)). If the student fails to address the issues which led to the evaluation within two weeks of the delivery of the written evaluation, the school may withdraw the student for non-compliance with the Master Agreement.
5. Any student with an existing Individualized Education Plan (IEP) may not participate in the Independent Study program provided by Journey School unless the existing IEP specifically provides for that participation (Education Code 51745(c)). Questions about a student's IEP should be directed to the Administrator.
6. Parents/guardians will ensure that their student participates in the state-mandated standardized testing in accordance with applicable law. The mandated California state tests include the annual administration of:
  - a. CAASPP testing for all students in subjects and grade levels to be determined by the State of California, which is currently grades 3 through 8.
  - b. English language testing (ELPAC) for students identified as English Language Learners in any grade or initially for students whose primary language at home is not English
  - c. Physical fitness testing in grade levels to be determined by the State of California
  - d. Any other state testing as required by the State of California
7. Parents/guardians have read, understand, and agree to be bound by all the rules and other provisions set out in the Master Agreement and the School Independent Study Handbook in order to be enrolled in Independent Study. Any breach may result in a review of this Master Agreement and a review of the student's placement in the Independent Study program of the school. The signature below of the parent/guardian grants permission for the specified student to participate in Independent Study as outlined in this Master Agreement.

#### **VIII. Duration**

The duration of this Master Agreement will not exceed one school year. It will begin on **[INSERT DATE]** and will end on **[INSERT DATE]**.

**Student Information**

Legal Last Name	Legal First Name	Legal Middle Name
<input type="checkbox"/> Male <input type="checkbox"/> Female	/ /	2020-2021
Gender (optional)	Date of Birth	Date of beginning of contract
Street Address		County
City	State	ZIP Code
Home Phone	Parent Phone	Email Address

**Agreement to Terms**

*We have read, understand, and agree to all the terms and conditions of the Independent Study Master Agreement detailed above, and we acknowledge that any violation may result in removal of the student from this Independent Study Program.*

*NOTE: All signatures must be in original handwriting, including the student signature, regardless of the student's age. California law requires the student to sign this agreement. If the student is unable to sign, contact the office. A document with a missing student signature or missing dates is not valid. A parent, legal guardian or legal caretaker must also sign the document for all students.*

Student Name (First, Middle, Last)	Signature	Date
Parent/Guardian Name (First, Middle, Last)	Signature	Date
Parent/Guardian Name (First, Middle, Last)	Signature	Date
Other Designated Adult Name (First, Middle, Last)	Signature	Date

Internal Use Only:	Date Agreement Begins: _____	Date Agreement Ends: _____
Supervising Teacher Name (First, Last)	Signature	Date
Name of Other Teacher Providing Instruction/Support (First, Last)	Signature	Date
Name of Other Teacher Providing Instruction/Support (First, Last)	Signature	Date
Name of Other Teacher Providing Instruction/Support (First, Last)	Signature	Date