

FOR YOUR INFORMATION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of the Deputy Superintendent, Instruction

DISTRIBUTION:	All Schools and Offices	<u>ROUTING</u> Local District Superintendents Local District Directors of Instruction Principals School Administrative Assistants
SUBJECT:	BULLETIN NO. M-128 GUIDELINES FOR INDEPENDENT STUDY PROGRAMS	
DATE:	May 31, 2001	
DIVISION:	Educational Services	
APPROVED:	SYLVIA G. ROUSSEAU, Assistant Superintendent	

For assistance regarding the City of Angels School, K-12, call Mary Jo Little, Principal, at (818) 995-4276. For assistance regarding the Alternative Education and Work Centers (AEWC) Independent Study, call Wendy Reddish, Coordinator, at (213) 202-5470. For assistance regarding Adult Independent Study, call Molly Milner, Supervisor, Adult Academic Instruction at (213) 202-5535. For assistance regarding recording attendance, call Pupil Statistics at (213) 633-8950.

This replaces Bulletin No. P-45 (Rev.) of the same title, issued from the Office of the Deputy Superintendent. This version contains updated information and policy.

I. BACKGROUND

Independent study is a voluntary alternative instructional strategy by which all enrolled students may reach District curriculum objectives and fulfill graduation requirements outside of the regular classroom setting. Authorization for independent study is found in *California Education Code, Article 5.5, Sections 51745-51749.3 and California Code of Regulations (CCR), Title 5, Sections 11700-11703.*

II. SCOPE

Policy stipulated in this bulletin applies to all District schools and programs.

- A. The primary purpose of independent study is to provide the opportunity to design a program of study that is more responsive to the academic, personal, and social needs and interests of the individual students than some traditional approaches. This option allows students the freedom to explore, research, and develop skills based on their classroom setting. Independent study may be used by all students who are motivated to achieve educationally as well as or better through this strategy than they would in the regular classroom.
- B. Any student enrolled in any District school or program is eligible to enroll in independent study.

- C. Parents/guardians/caregivers of elementary students requesting independent study should recognize that they must be willing to make a commitment to properly assist the teacher to meet all the requirements of independent study as required by the Education Code. The parent/guardian/caregiver must be willing to demonstrate to the District that they are able to satisfactorily fulfill this commitment.

At the secondary level, the pupil must make the major commitment, assisted or supported as necessary by parents and others who may assist directly with instruction.

Adults in adult independent study must make the major commitment themselves. A student must be willing to complete work independently and to keep scheduled appointments with his or her supervising teacher.

- D. All students enrolled in independent study shall receive appropriate existing services and resources to enable them to complete their independent study successfully and shall ensure the same access to all existing services and resources as available to other students in the school of enrollment. (*EC 51746*)
- E. Independent study is a voluntary instructional strategy. No student shall be required to participate in independent study. All students must have the option of a classroom setting for a full program at the time independent study is made available. This option must be continuously available should the student decide to transfer from independent study. (*EC 51747 (c) (7)*)
- F. No temporarily disabled pupil may receive individual instruction through independent study. However, if the temporarily disabled pupil's parents and the District agree, the pupil may receive instruction through independent study instead of instruction through home and hospital. (*EC 48206.3 & 51745 (d)*)
- G. An individual with exceptional needs may not be enrolled in independent study unless his or her Individualized Education Program specifically provides for such enrollment. (*EC 56026 & 51745 (c)*)
- H. Students who are under straight expulsion from instruction in the District may not be enrolled in Independent Study. Only students whose expulsions are in suspended enforcement pursuant to *Education Code Section 48917* and given at least one viable classroom option may participate and generate Independent Study apportionment. The classroom option must always be available. (*EC 51747 (c)*)
- I. The independent study of each student shall be coordinated, evaluated and notwithstanding subdivision (a) of *Education Code Section 46300*, shall be under the general supervision of an employee of the school district who possesses a valid certification document pursuant to *Section 44865*, or an emergency Educational Services credential pursuant to *Section 44300*, registered as required by law. (*51747.5 (a)*)

- J. No funds or other thing of value shall be provided to the pupil or his or her parent, guardian or caregiver that the District or charter school does not provide to students who attend regular classes or to their parents, guardians, or caregivers.

A charter school may not claim apportionment for pupils if the charter school has provided any funds or other things of value to the pupil or his/her parent or guardian that a school district could not legally provide to a student enrolled in the District.
(*EC 46500.6 & EC 51747.3 (a)*)

- K. Participation in independent study in a LAUSD school, program or charter school shall be restricted to students who reside in the Los Angeles County or in a county immediately adjacent to Los Angeles County. (*EC 46300.2 & 51747.3 (b)*)
- L. K-12 schools may not report independent study attendance for students 21 years of age or older or by students 19 years of age or older who have not been continuously enrolled in kindergarten or any of Grades 1-12 inclusive since their 18th birthday. Such students should be referred to the adult school in their area. (*EC 46300.1*)
- M. No course included among the courses required for high school graduation shall be offered exclusively through independent study. (*EC 51745 (5)(e)*)
- N. No more than 10 percent of the ADA for pupils participating in an opportunity program or school, or a continuation high school shall be eligible for apportionment credit.
(*EC 51745 (5)(b)*)
- O. Independent study shall not be available to an elementary school pupil who has a permit to attend a school within the boundaries of the District based solely on their parent/guardian/caregiver's employment within the District's boundaries. (*EC 51747.3 (c)*)
- P. The independent study curriculum shall be substantially equivalent in quality and quantity to classroom instruction. (*EC 11701.5*)

III. TYPES OF INDEPENDENT STUDY

- A. City of Angels School, K-12
1. This school provides full-time independent study for students in Grades K-12 and is located at multiple sites throughout the District.
 2. Enrollment in this school is an option available to all students residing within the District.
- B. School of Attendance In-School Independent Study

1. Full-time Independent Study

- a. Full-time independent study may be offered by any District school to students residing within the geographical boundaries of the school.
- b. Full-time independent study shall be available to all students at any K-12 school providing independent study.
- c. The maximum number of students eligible for independent study apportionment credit at any specific continuation high school, or opportunity school, center, or program is limited to 10 percent of the pupils enrolled in the school, center, or program. *(EC 51745 (b))*

2. Part-time Independent Study

- a. Part-time independent study may be offered by a District school to students enrolled in and attending on-campus classes at the school.
- b. Part-time independent study is provided for students who need or desire one or more additional classes.

C. Alternative Education and Work Centers (AEWC) Independent Study

1. These centers, under the direction of the Division of Adult and Career Education (DACE), and located at their various sites, provide full-time independent study for secondary students between the ages of 14 and 18 who have not attended school for 45 or more days, and 19 and 20 year olds who have been continuously enrolled in AEWC since their 18th birthday.
2. AEWC independent study is a dropout recovery program available to at-risk students.

D. Adult Independent Study (AIS)

1. This strategy is available to any adult student, under the direction of the Division of Adult and Career Education and located at District community adult schools and employment preparation centers. Adult Independent Study provides high school instruction leading to the adult high school diploma.

IV. PROCEDURES

A. General Enrollment Procedures

The general enrollment requirements for the four types of independent study available within the District are set forth as follows:

1. A written Master Agreement is required for all students enrolling in independent study in the District or charter school. The Master Agreement for Independent Study serves as authorization to substitute the student's performance of study for the student's presence in a classroom. The Master Agreement shall be signed and in effect prior to the commencement of independent study. *(EC 51747)*

Prior to the signing of the Master Agreement, the certificated employee representing the District will implement appropriate screening procedures to ensure that the necessary level of understanding and preparation exists to meet the conditions of the Master Agreement for Independent Study. The Master Agreement must be maintained on file for three years after the school year in which originated along with the assignments and samples of the work product of each subject assigned.

The Master Agreement must include, but is not limited to, all of the following:
(EC 51747)

- a. The approval signatures of the student, the student's parents/guardian/caregiver if the student is younger than 18 years of age or not officially emancipated, the certificated employee responsible for the general supervision of independent study, and any other persons who have direct responsibility for providing assistance to the pupil.

The Legal Council for the Department of Education states that if the student or the parent cannot write their name, then they must make an "X" and it should be witnessed and dated next to the "X." No one can sign for another individual.

If the student is an emancipated minor, evidence of that fact should be made a part of the student's official record.

If the minor student is married and the parent does not sign, proof of marriage must be indicated on the Master Agreement.

- b. The manner, frequency, date, time, and place for submitting a pupil's assignments and for reporting his or her progress:
 - Manner: How the assignment is going to be given by the teacher to the student and then how the teacher will receive the work from the student on the completed assignment known as the work project. Therefore, manner can be at the school, fax, e-mail, postal service, etc.
 - Frequency: How often the assignment will be given by the teacher and collected.

- Time: Indicates exactly when the student has an appointment with the teacher.
 - Place: The location of the meeting between the teacher and a student.
- c. The title and statement of the course of study for adult and secondary students or the study assignment for elementary students, for the pupil's work covered by the agreement which reflects the District objectives for all classes being assigned.
 - d. The methods of study for the pupil's work identified by the stated objective(s).
 - e. The specific resources, including materials and personnel, which will be made available to the student.
 - f. The evaluation method (or methods) to be used by the teacher to assess or measure the student's progress toward the agreement's objective(s).
 - g. A statement reflecting the Board of Education Policy that the maximum length of time which may elapse between the time an assignment is made and the date by which the assignment is due shall be four weeks for AEWC and Adult Independent Study students and six weeks for all others.
 - h. A statement reflecting the Board of Education Policy that the number of missed consecutive assignments which will be allowed before an evaluation is conducted to determine whether it is in the best interest of the student to remain in independent study, or whether the student should return to the regular school program, shall be four consecutive missed assignments.

A statement of the maximum number of missed consecutive assignments which will be allowed before an evaluation is conducted to determine whether it is in the best interest of the student to remain in Adult Independent Study, as determined by Board policy, or whether the student should return to a regular school program, shall be two consecutively missed assignments.
 - i. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation under the agreement. No independent study agreement shall be valid for any period longer than one semester or one-half year for a school on a year-round calendar.
 - j. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion.

- k. A statement that independent study is an optional and voluntary 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 Section 48915 or 48917, the agreement shall also include the statement that instruction may be provided to the student through independent study only if the student is also offered the alternative of at least one classroom option.

The only District approved master agreements for independent study are attached to this bulletin. Failure to use District approved master agreements will result in the disallowance of attendance for apportionment purposes.

2. Enrollment in City of Angels School, K-12

- a. Any parent, emancipated minor or student under 18 years of age may request placement in this school.
- b. Enrollment is contingent upon space available in the school. The administrator at the school of attendance shall contact the City of Angels School to determine availability.
- c. The last school of attendance within the District must generate a Pupil Accounting Report (PAR) placing the student in the City of Angels School. Section 4 of the PAR must read: "Transfer to City of Angels School, K-12 Location Code 8801." The "Permits and Other Assignments" box must be checked and "#31, Independent Study" must be circled.
- d. Students who move into the District may enroll directly in the City of Angels School without contacting the District school of residence.
- e. Enrollment in independent study does not take place until a valid Master Agreement is on file. (*EC 51747*)
- f. If the student does not return four consecutive assignments, the supervising teacher will determine whether it is best for the student to remain in independent study or to transfer to another type of educational program. If the results of the supervising teacher's evaluation seems unsatisfactory to the student or parent, it may be appealed to the administration of the City of Angels School.
- g. District approved Master Agreements for City of Angels are attached. (Attachments A, B and C)

3. Enrollment in School of Attendance In-School Independent Study

- a. Any parent, emancipated minor, or students 18 years of age may request enrollment in-school full-time or part-time independent study if it is available at the school of attendance.
 - b. Enrollment is contingent upon availability at the school.
 - c. No Pupil Accounting Report (PAR) is necessary for enrollment in in-school independent study.
 - d. A written Master Agreement is required for all students enrolling in independent study in the District. The Master Agreement for in-school independent study must comply with every requirement, (1) - (9), set forth in IV.A.1.
 - e. Enrollment in independent study does not take place until a valid Master Agreement is on file. (*EC 51747*)
 - f. District approved Master Agreements for in-school independent study are attached. (Attachments D, E and F)
4. Enrollment in Alternative Education and Work Centers (AEWC) Independent Study.
- a. Secondary students between the ages of 14 and 18 who have not attended school for 45 days or more are eligible to enroll in independent study through the AEWK program.
 - b. Students may schedule an enrollment conference by contacting the Outreach Consultant at any of the AEWK locations. A list of these locations may be obtained by contacting the Division of Adult and Career Education.
 - c. Upon enrollment, the AEWK Outreach Consultant will initiate the Pupil Accounting Report (PAR) and send a copy to the last school of attendance and/or the school of residence.
 - d. If the student does not return four consecutive assignments, the supervising teacher will conduct an evaluation to determine whether it is best for the student to remain in independent study or to transfer to another type of educational program. If the results of the supervising teacher's evaluation seem unsatisfactory to the student or parent, it may be appealed to the administration of the AEWK.
 - e. Enrollment in independent study does not take place until a valid Master Agreement is on file. (*EC 51747*)
 - f. The District approved Master Agreement for AEWK is attached. (Attachment G)

5. Enrollment in Adult Independent Study (AIS)

- a. Any adult student may request enrollment in Adult Independent Study if it is available at the school of attendance.
- b. Prior to signing the Master Agreement, the Assistant Principal, Adult Counseling Services, or Principal's designee will implement appropriate screening procedures to ensure that the necessary level of understanding, maturity and preparation exist to meet the conditions of the Adult Independent Study Master Agreement.
- c. Enrollment in Adult Independent Study does not take place until a valid Master Agreement is on file. (*EC 51747*)
- d. If the student fails to complete two consecutive assignments, the supervising teacher will determine whether it is best for the student to remain in Adult Independent Study or to transfer to another type of educational program. If the results of the supervising teacher's evaluation seem unsatisfactory to the student or parent, it may be appealed to the Adult Academic Instruction Office of the Division of Adult and Career Education.
- e. The District approved Master Agreement for Adult Independent Study is attached. (Attachment H)
- f. Any parent may request enrollment of his or her concurrently enrolled high school student in Adult Independent Study if it is available at the local community adult school, subject to limitations on concurrent education and space availability.
- g. In order to maintain the instructional integrity of the Adult Independent Study program, enrollment of concurrent students is restricted by the guidelines delineated in the Office of the Deputy Superintendent, Instruction and Curriculum, Bulletin No. M-5 (Rev.) May 21, 2001, *Adult School Academic Course Options for Concurrently Enrolled Students*.

B. Records (*5CCR 11703; EC 51767*)

The general record keeping requirements for the four types of independent study available within the District are set forth as follows:

1. All independent study schools and programs
 - a. All permanent records shall be kept at the independent study site and shall show credits attempted by and awarded to each student per Master Agreement.

- b. Required records for independent study audits must be kept at the independent study site and shall include, but not be limited, to the following:
- (1) A record which identifies all pupils participating in independent study which specifies the grade level, program placement, and school of enrollment. (*EC 51748*)
 - (2) A copy of the adopted school board policy and procedures reflective of current Education Code and California Code of Regulations requirements.
 - (3) A file of all Master Agreements, with representative samples of completed and evaluated student assignments, to be maintained for a minimum of three years after the school year in which it originated.
 - (4) A list of all students who have participated or are currently participating in independent study, showing the credits attempted by and awarded to each pupil according to the agreement and a record of the pupil's attendance.
 - (5) An attendance register/roster separate from other attendance records, to be maintained for a minimum of three years after the school year in which it occurred, and where attendance is recorded on the basis of positive attendance accounting procedures.
 - (6) A record of grades and other evaluations of independent study assignments issued to the student.
 - (7) Regular assignment and work records indicating the following:
 - (a) dates assignments are given
 - (b) description of the assignments
 - (c) dates assignments are completed
 - (d) dates assignments are due
 - (e) evaluation of assignments
 - (f) course titles and credits attempted and earned for secondary students; curricular units with which the student will be credited for elementary students; course titles and credits attempted and earned for adult education students
 - (g) representative samples of evaluated student's assignments
 - (h) signed and dated

The assignment and work report forms attached to this bulletin must be used by all schools of attendance in-school independent study at elementary, middle, senior and continuation schools and opportunity schools, centers and programs (Attachments I and J.) Failure to use District approved assignment and work reports will result in the disallowance of attendance for apportionment purposes. The assignment and work reports are to be maintained at the school site for a minimum of three years after the school year in which it occurred.

- c. A written record of the findings of any evaluation made pursuant to missed assignments as delineated in the requirements for the Master Agreement in IV.A.1.h. above shall be maintained as part of the student's permanent record and kept at the District school of attendance.

C. Attendance Accounting

The attendance accounting requirements for the four types of independent study available within the District are set forth as follows:

1. Attendance Accounting for All Types of Independent Study

- a. Independent study attendance is based on student work product rather than physical presence. When the student submits or demonstrates evidence of completed assigned work by the due dates established in the Master Agreement and the work has been evaluated, the teacher credits the student by determining the time value of completed assignments. *(EC 51747.5 (b))*

No attendance for students may be earned prior to signing a Master agreement. The start date for student work cannot be earlier than the effective date of the Master Agreement.

- b. Attendance for students enrolled in continuation opportunity, summer classes and adult education classes are accounted for in hours.
- c. Late work submitted after the due date may not be credited against earlier assignment periods. Attendance credit is not applicable retroactively. A student who turns in completed assignments representing more attendance days in a reporting period than the number of school days in that reporting period does not earn any surplus or bankable attendance credit usable in the future or applicable against past absences. *(EC 46300 (e))*

- d. The amount of work required for each day of attendance shall be in compliance with the minimum day requirement by the Education Code for each grade level and shall be determined under the direction of the supervising credentialed teacher. *(EC 46201)*

A student enrolled in independent study shall not be credited with more than one day of attendance per calendar day. *(EC 46300)*

There are no excused absences in independent study. Late work submitted after the due date may be credited only for academic credit.

2. Attendance Accounting for City of Angeles, K-12: School of Attendance In-School Independent Study; and Alternative Education Work Centers

- a. Attendance for students enrolled in regular or special education K-12 classes is accounted for in whole days. Students should be assigned a full day's worth of work. No attendance credit may be claimed for an independent study student unless the student has completed an amount of work for that day that is sufficient, in the teacher's judgment, to constitute at least the minimum day. No attendance credit is allowable for fractions of a day. Any fraction of a minimum day must be dropped for apportionment purposes when the teacher determines the total time value.
- b. All independent study average daily attendance must be reported on the Independent Study Statistical Report forms provided by Pupil Statistics and Reports Section and must be submitted according to the schedule determined by that office.
- c. The ratio of average daily attendance at the Second Period of Attendance for independent study students 18 years of age or less to school district full-time equivalent certificated employees responsible for independent study shall not exceed the equivalent ratio of students to full-time certificated employees for all other education programs operated by the District. *(EC 51745)*

3. Attendance Accounting for Adult Independent Study

- a. The apportionment day for adult independent study is equal to three hours per day, five days a week, a maximum of 15 hours per week. The District cannot claim more than three hours per apportionment day per student. *(EC 46300 (e))*

D. Course of Instruction

The courses of instruction requirements for the four types of independent study available within the District are set forth as follows:

1. Independent study courses of instruction shall be consistent with the *Elementary School Course of Study; Guidelines for Instruction, Secondary School Curriculum*; or *Catalog of Authorized Adult Courses*; and must meet the criteria delineated in these documents.

Expansion beyond this established scope must be in accordance with the independent study educational opportunities described in the Education Code.
(EC 51745)

Adult Independent Study courses must be contained in the *Catalog of Authorized Adult Courses*.

2. Independent study in summer and winter intersessions is limited to courses that are permitted under the *Guidelines for Summer and Winter Session Extended School Year*.
3. No course included among the courses required for high school graduation or adult high school diploma shall be offered exclusively through independent study.
(EC 51745 (5) (e))
4. Adult Basic Studies, English as a Second Language, non-academic electives, and vocational education courses are not eligible for apportionment in Adult Independent Study.

E. Academic Credit

The academic credit requirements for the four types of independent study available within the District are set forth as follows:

1. Credit may be granted only for completion of courses of instruction consistent with the Elementary School Course of Study; Guidelines for Instruction, Secondary School Curriculum; or Catalog of Authorized Adult Courses. Any expansion beyond this established scope must be in accordance with the independent study educational opportunities described in the Education Code. (EC 51747)
2. The permanent record of every independent study student must show the subjects attempted by, as well as credits and grades awarded to, each student who enrolls in any type of independent study. (5CCR, 11703 and 16023)

F. Diplomas

The diploma requirements for the four types of independent study available within the District are set forth as follows:

1. Independent study students must complete the same diploma requirements as students enrolled in the regular comprehensive school. (EC 46100 and 51225)
2. The diploma must be issued by and must bear the name of the school in which the independent study student is enrolled. (EC 51748)

- a. The City of Angels School, K-12, will issue diplomas bearing the school name.
 - b. Schools providing In-school Independent Study will issue diplomas bearing the school name.
 - c. Students enrolled in Alternative Education and Work Centers (AEWC) Independent Study will receive diplomas from the adult school of attendance.
 - d. Students enrolled in Adult Independent Study (AIS) must complete the same diploma requirements as students enrolled in any District community adult school or employment preparation center. Concurrently enrolled high school students participating in Adult Independent Study (AIS) will complete diploma requirements of the District comprehensive high school from which he/she is enrolled. *(EC 46100 & 51225)*
3. Diplomas bearing only the name of the District may not be issued to students graduating through independent study. *(EC 51748)*

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LOS ANGELES UNIFIED SCHOOL DISTRICT
City of Angeles School
Elementary School Master Agreement

BULLETIN NO. M-128
May 31, 2001

ATTACHMENT A

Student Agreement: I understand and agree that:

- Independent study is an alternative to classroom instruction provided by City of Angeles School. It is individualized instruction based on this agreement, called the Master Agreement, between me, my teacher, and my parent, guardian, caregiver and other person if applicable.
- I am enrolling voluntarily. I understand that a regular classroom option will always be available at my home school or other agreed upon site. If I am referred or assigned pursuant to EC 48917-EC 51747 (c)(7) an alternative classroom option has been offered and will always be available.
- If I have an Individualized Education Plan (IEP), the IEP must specifically provide for my enrollment in independent study.
- All visits I may wish to make to any other school campus require the prior approval of my teacher and the school.
- All course work will be consistent with the Los Angeles Unified School District Elementary School Course of Study.
- In order to receive academic grade credit, I must complete the major objectives of each curricular area I undertake as outlined in the Elementary School Course of Study. These objectives are made a part of this Master Agreement.
- I will have the resources of school personnel; state authorized textbooks, supplementary instructional materials, and community resources, as described on my Assignment Sheets prepared by my teacher and which are a part of this Master Agreement.
- The instructional activities will include, but are not limited to the following: listening, speaking, reading, writing, computation, and thinking. Specific activities and instructional materials will be described on my Assignment Sheets, which are a part of this Master Agreement.
- The methods used by my teacher to evaluate my work and my performance will include grading, measuring, and/or appraising written, oral, audio, visual, and/or performed assignments and tests to determine my grade in each course.
- I am expected to complete all the assignments. If I fail to complete four consecutive assignments, my teacher will determine if it is best for me to remain in independent study or to transfer to another type of educational program. The maximum time allowed between the assignment date and the due date shall be six weeks or 30 consecutive school days.
- My parents and I are liable for the cost of replacement or repair of lost or damaged books or other materials that are checked out to me.
- Subsidiary attachments such as Course Agreements, Assignment Sheets, and other necessary papers are a part of this Master Agreement.
- I plan to complete the Elementary School Course of Study objectives for grade _____ in the areas of Language Arts, Math, Social Science, Science/Health, Art/Music, and Physical Education during the effective dates of this Master Agreement.
- My parent or I may contact my teacher at any time to ask for assistance or check on my progress.

City of Angels School
Elementary School Master Agreement

Student Name: _____ Date of Birth: _____ Age: ____ Grade Level: ____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Pager: _____

Duration: One Semester Beginning Date: _____ Ending Date: _____

This Master Agreement is in effect for the FALL ☐ / SPRING ☐ semester of the _____ school year. The student will complete the courses listed below during the semester as they are outlined in the Los Angeles Unified School District course descriptions. All course objectives will be consistent with the established district guidelines. Additional descriptions of the major objectives, activities, and the methods for evaluating student work will accompany Course Contracts and Assignment Sheets.

◆ My continued enrollment in _____ School will be based upon my compliance with all the terms and conditions of this Master Agreement.

◆ I will meet with my teacher as follows:

Day: M T W Th F (circle one)

Time: _____

Location: _____

Frequency: _____

Teacher's Phone: _____

Manner: _____

Parent/Guardian Agreement: I understand and accept all of the foregoing agreements made by this student. In addition, I specifically agree that:

- ◆ My daughter/son and I will meet weekly with the supervising teacher to develop an appropriate educational plan for my child.
- ◆ I am responsible for the supervision of my child while she/he is participating in Independent Study. I will provide instruction and assistance and an appropriate environment for study.
- ◆ I understand that City of Angels School will retain original samples of student work for documentation.
- ◆ I will provide transportation for my child to keep appointments and will supervise my child when she/he participates in workshops or activities planned by City of Angels School.

We have read all items on the Master Agreement and will comply with all of the conditions set forth within.

_____ Student Signature	_____ Date	_____ Parent/Guardian/Caregiver Signature	_____ Date
_____ Teacher Signature	_____ Date	_____ Other (if applicable)	_____ Date

LOS ANGELES UNIFIED SCHOOL DISTRICT
City of Angels School
Middle School Master Agreement for Independent Study

BULLETIN NO. M-128
May 31, 2001

ATTACHMENT B

Student Agreement: I understand and agree that:

- ◆ Independent study is an alternative to classroom instruction provided by City of Angels School. It is individualized instruction based on this agreement, called the Master Agreement between me, my teacher, my parent, guardian, caregiver and other person if applicable.
- ◆ I am enrolling voluntarily. I understand that a regular classroom option will always be available at my home school or other agreed upon site. If I have been referred or assigned pursuant to EC 48917-EC 51747 (c)(7) an alternative classroom option has been offered and will always be available.
- ◆ If I have an Individualized Education Plan (IEP), the IEP must specifically provide for my enrollment in independent study.
- ◆ All visits I may wish to make to any other school campus require the prior approval of my teacher and the school.
- ◆ All course work will be consistent with the Los Angeles Unified School District Guidelines for Instruction.
- ◆ In order to receive course credit, I must complete the major objectives of each course I undertake as outlined in the Guidelines for Instruction. These objectives are made a part of this Master Agreement.
- ◆ I will have the resources of school personnel, state authorized textbooks, supplementary instructional materials, and community resources, as described on my Assignment Sheets prepared by my teacher and which are a part of this Master Agreement.
- ◆ The instructional activities will include, but are not limited to the following: listening, speaking, reading, writing, computation, and thinking. Specific activities and instructional materials will be described on my Assignment Sheets, which are a part of this Master Agreement.
- ◆ The methods used by my teacher to evaluate my work and my performance will include grading, measuring, and/or appraising written, oral, audio, visual, and/or performed assignments and tests to determine my grade in each course.
- ◆ I will meet weekly with my teacher unless otherwise indicated and my assignment is due at that time. I will be on time for my appointment or will call my teacher to schedule a new appointment. Four consecutive missed assignments or consistently substandard work may terminate this agreement. The maximum time allowed between the assignment date and the due date shall be six weeks or 30 consecutive school days.
- ◆ When I meet with my teacher, I will be prepared to ask questions, obtain necessary assistance, and take tests or quizzes as appropriate. I will be evaluated at each appointment based on one or more of the following: demonstration of skills, product completion, or oral/written tests.
- ◆ My parents and I are liable for the cost of replacement or repair of lost or damaged books or other materials that are checked out to me.
- ◆ Subsidiary attachments such as Course Contracts, Assignment Sheets, and other necessary papers are a part of this Master Agreement.
- ◆ During the effective dates of this Master Agreement, I will complete between 5 and 30 credits depending on the date of my enrollment. This number may be adjusted if circumstances require a change.
- ◆ My parent or I may contact my teacher at any time to ask for assistance or check on my progress.
- ◆ My continued enrollment in City of Angels School will be based upon my compliance with all the terms and conditions of this Master Agreement.

City of Angels School
Middle School Master Agreement

Student Name: _____ Date of Birth: _____ Age: ____ Grade Level: ____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Pager: _____

Duration: One Semester Beginning Date: _____ Ending Date: _____

This Master Agreement is in effect for the FALL ☐ / SPRING ☐ semester of the _____ school year. The student will complete the courses listed below during the semester as they are outlined in the Los Angeles Unified School District course descriptions. All course objectives will be consistent with the established district guidelines. Additional descriptions of the major objectives, activities, and the methods for evaluating student work will accompany Course Contracts and Assignment Sheets.

Students need to spend as much time in the completion of schoolwork as is required in the regular school of attendance if they expect to earn 30 credits per semester. The following subjects will be attempted while this Master Agreement is in effect:

Subject	Credits Attempted	Subject	Credits Attempted

Additional courses may be added during the term of this Master Agreement.

- ◆ I will meet with my teacher as follows:

Day: M T W Th F (circle one)

Time: _____

Location: _____

Frequency: _____

Teacher's Phone: _____

Manner: _____

Parent/Guardian Agreement:

- ◆ I understand and accept all of the foregoing agreements made by this student.

We have read all items on the Master Agreement and will comply with all of the conditions set forth within.

_____ Student Signature	_____ Date	_____ Parent/Guardian/Caregiver Signature	_____ Date
_____ Teacher Signature	_____ Date	_____ Other (if applicable)	_____ Date

LOS ANGELES UNIFIED SCHOOL DISTRICT
City of Angels School
Senior High School Master Agreement for Independent Study

BULLETIN NO. M-128
May 31, 2001

ATTACHMENT C

Student Agreement: I understand and agree that:

- ◆ Independent study is an alternative to classroom instruction provided by City of Angels School. It is individualized instruction based on this agreement, called the Master Agreement (M.A.), between me, my teacher, and, if I am under the age of 18 and unmarried, my parent, guardian, caregiver, and others if applicable.
- ◆ I am enrolling voluntarily. I understand that a regular classroom option will always be available at my home school or other agreed upon site. If I have been referred or assigned pursuant to EC 48917-EC 51747 (c)(7) an alternative classroom option has been offered and will always be available.
- ◆ If I have an Individualized Education Plan (IEP), the IEP must specifically provide for my enrollment in independent study.
- ◆ All visits I may wish to make to any other school campus require the prior approval of my teacher and the school.
- ◆ All course work will be consistent with the Los Angeles Unified School District Guidelines for Instruction.
- ◆ In order to receive course credit, I must complete the major objectives of each course I undertake as outlined in the Guidelines for Instruction. These objectives are made a part of this Master Agreement.
- ◆ I will have the resources of school personnel; state authorized textbooks, supplementary instructional materials, and community resources, as described on my Assignment Sheets prepared by my teacher and which are a part of this Master Agreement.
- ◆ The instructional activities will include, but are not limited to the following: listening, speaking, reading, writing, computation, and thinking. Specific activities and instructional materials will be described on my Assignment Sheets, which are a part of this Master Agreement.
- ◆ The methods used by my teacher to evaluate my work and my performance will include grading, measuring, and/or appraising written, oral, audio, visual, and/or performed assignments and tests to determine my grade in each course.
- ◆ I will meet weekly with my teacher unless otherwise indicated and my assignment is due at that time. I will be on time for my appointment or will call my teacher to schedule a new appointment. Four consecutive missed assignments or consistently substandard work will require an evaluation to determine if independent study is the best educational placement at this time. The maximum time allowed between the assignment date and the due date shall be six weeks or 30 consecutive school days.
- ◆ When I meet with my teacher, I will be prepared to ask questions, obtain necessary assistance, and take tests or quizzes as appropriate. I will be evaluated at each appointment based on one or more of the following: demonstration of skills, product completion, or oral/written tests.
- ◆ My parents and I are liable for the cost of replacement, repair of lost or damaged books or other materials that are checked out to me.
- ◆ Subsidiary attachments such as Course Contracts, Assignment Sheets, and other necessary papers are a part of this Master Agreement.
- ◆ During the effective dates of this Master Agreement, I will complete between 5 and 30 credits depending on the date of my enrollment. This number may be adjusted if circumstances require a change.
- ◆ My parent or I may contact my teacher at any time to ask for assistance or check on my progress.
- ◆ My continued enrollment in City of Angels School will be based upon my compliance with all the terms and conditions of this Master Agreement.

City of Angels School
Senior High School Master Agreement for Independent Study

Student Name: _____ Date of Birth: _____ Age: ____ Grade Level: ____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Pager: _____

Duration: One Semester Beginning Date: _____ Ending Date: _____

This Master Agreement is in effect for the FALL ☐ / SPRING ☐ semester of the _____ school year. The student will complete the courses listed below during the semester as they are outlined in the Los Angeles Unified School District course descriptions. All course objectives will be consistent with the established district guidelines. Additional descriptions of the major objectives, activities, and the methods for evaluating student work will accompany Course Contracts and Assignment Sheets.

Students need to spend as much time in the completion of schoolwork as is required in the regular school of attendance if they expect to earn 30 credits per semester. The following subjects will be attempted while this Master Agreement is in effect:

Subject	Credits Attempted	Subject	Credits Attempted

Additional courses may be added during the term of this Master Agreement.

- ♦ I will meet with my teacher as follows:

Day: M T W Th F (circle one)

Time: _____

Location: _____

Frequency: _____

Teacher's Phone: _____

Manner: _____

Parent/Guardian Agreement:

- ♦ I understand and accept all of the foregoing agreements made by this student.

We have read all items on the Master Agreement and will comply with all of the conditions set forth within.

_____ Student Signature	_____ Date	_____ Parent/Guardian/Caregiver Signature (Not required if student is over 18 yrs. old)	_____ Date
_____ Teacher Signature	_____ Date	_____ Other (if applicable)	_____ Date

LOS ANGELES UNIFIED SCHOOL DISTRICT
Elementary School Master Agreement

BULLETIN NO. M-128
May 31, 2001

ATTACHMENT D

Student Agreement: I understand and agree that:

- ◆ Independent study is an alternative to classroom instruction provided by City of Angels School. It is individualized instruction based on this agreement, called the Master Agreement, between me, my teacher, and my parent, guardian, caregiver and other person if applicable.
- ◆ I am enrolling voluntarily. I understand that a regular classroom option will always be available at my home school or other agreed upon site. If I am referred or assigned pursuant to EC 48917-EC 51747 (c)(7) an alternative classroom option has been offered and will always be available.
- ◆ If I have an Individualized Education Plan (IEP), the IEP must specifically provide for my enrollment in independent study.
- ◆ All visits I may wish to make to any other school campus require the prior approval of my teacher and the school.
- ◆ All course work will be consistent with the Los Angeles Unified School District Elementary School Course of Study.
- ◆ In order to receive academic grade credit, I must complete the major objectives of each curricular area I undertake as outlined in the Elementary School Course of Study. These objectives are made a part of this Master Agreement.
- ◆ I will have the resources of school personnel; state authorized textbooks, supplementary instructional materials, and community resources, as described on my Assignment Sheets prepared by my teacher and which are a part of this Master Agreement.
- ◆ The instructional activities will include, but are not limited to the following: listening, speaking, reading, writing, computation, and thinking. Specific activities and instructional materials will be described on my Assignment Sheets, which are a part of this Master Agreement.
- ◆ The methods used by my teacher to evaluate my work and my performance will include grading, measuring, and/or appraising written, oral, audio, visual, and/or performed assignments and tests to determine my grade in each course.
- ◆ I am expected to complete all the assignments. If I fail to complete four consecutive assignments, my teacher will determine if it is best for me to remain in independent study or to transfer to another type of educational program. The maximum time allowed between the assignment date and the due date shall be six weeks or 30 consecutive school days.
- ◆ My parents and I are liable for the cost of replacement or repair of lost or damaged books or other materials that are checked out to me.
- ◆ Subsidiary attachments such as Course Agreements, Assignment Sheets, and other necessary papers are a part of this Master Agreement.
- ◆ I plan to complete the Elementary School Course of Study objectives for grade _____ in the areas of Language Arts, Math, Social Science, Science/Health, Art/Music, and Physical Education during the effective dates of this Master Agreement.
- ◆ My parent or I may contact my teacher at any time to ask for assistance or check on my progress.

Student Name: _____ Date of Birth: _____ Age: ____ Grade Level: ____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Pager: _____

Duration: One Semester Beginning Date: _____ Ending Date: June 22, 2001

This Master Agreement is in effect for the FALL ☐ / SPRING ☐ semester of the 2000-2001 school year. The student will complete the courses listed below during the semester as they are outlined in the Los Angeles Unified School District course descriptions. All course objectives will be consistent with the established district guidelines. Additional descriptions of the major objectives, activities, and the methods for evaluating student work will accompany Course Agreements and Assignment Sheets.

Students need to spend as much time in the completion of schoolwork as is required in the regular school of attendance if they expect to earn 30 credits per semester. The following subjects will be attempted while this Master Agreement is in effect:

- ◆ My continued enrollment in City of angels School will be based upon my compliance with all the terms and conditions of this Master Agreement.

- ◆ I will meet with my teacher as follows:

Day: M T W Th F (circle one) Time: _____

Location: _____ Frequency: _____

Teacher's Phone: _____ Manner: _____

Parent/Guardian Agreement: I understand and accept all of the foregoing agreements made by this student. In addition, I specifically agree that:

- ◆ My daughter/son and I will meet weekly with the supervising teacher to develop an appropriate educational plan for my child.
- ◆ I am responsible for the supervision of my child while she/he is participating in Independent Study. I will provide instruction and assistance and an appropriate environment for study.
- ◆ I understand that City of Angels School will retain original samples of student work for documentation.
- ◆ I will provide transportation for my child to keep appointments and will supervise my child when she/he participates in workshops or activities planned by City of Angels School.

We have read all items on the Master Agreement and will comply with all of the conditions set forth within.

_____ Student Signature	_____ Date	_____ Parent/Guardian/Caregiver Signature	_____ Date
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_____ Teacher Signature	_____ Date	_____ Other (if applicable)	_____ Date
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LOS ANGELES UNIFIED SCHOOL DISTRICT
Middle School Master Agreement

BULLETIN NO. M-128
May 31, 2001

ATTACHMENT E

Student Agreement – I understand and agree that:

- ◆ Independent study is an alternative to classroom instruction provided by City of Angels School. It is individualized instruction based on this agreement, called the Master Agreement between me, my teacher, my parent, guardian, caregiver and other person if applicable.
- ◆ I am enrolling voluntarily. I understand that a regular classroom option will always be available at my home school or other agreed upon site. If I have been referred or assigned pursuant to EC 48917-EC 51747 (c)(7) an alternative classroom option has been offered and will always be available.
- ◆ If I have an Individualized Education Plan (IEP), the IEP must specifically provide for my enrollment in independent study.
- ◆ All visits I may wish to make to any other school campus require the prior approval of my teacher and the school.
- ◆ All course work will be consistent with the Los Angeles Unified School District Guidelines for Instruction.
- ◆ In order to receive course credit, I must complete the major objectives of each course I undertake as outlined in the Guidelines for Instruction. These objectives are made a part of this Master Agreement.
- ◆ I will have the resources of school personnel, state authorized textbooks, supplementary instructional materials, and community resources, as described on my Assignment Sheets prepared by my teacher and which are a part of this Master Agreement.
- ◆ The instructional activities will include, but are not limited to the following: listening, speaking, reading, writing, computation, and thinking. Specific activities and instructional materials will be described on my Assignment Sheets, which are a part of this Master Agreement.
- ◆ The methods used by my teacher to evaluate my work and my performance will include grading, measuring, and/or appraising written, oral, audio, visual, and/or performed assignments and tests to determine my grade in each course.
- ◆ I will meet weekly with my teacher unless otherwise indicated and my assignment is due at that time. I will be on time for my appointment or will call my teacher to schedule a new appointment. Four consecutive missed assignments or consistently substandard work may terminate this agreement. The maximum time allowed between the assignment date and the due date shall be six weeks or 30 consecutive school days.
- ◆ When I meet with my teacher, I will be prepared to ask questions, obtain necessary assistance, and take tests or quizzes as appropriate. I will be evaluated at each appointment based on one or more of the following: demonstration of skills, product completion, or oral/written tests.
- ◆ My parents and I are liable for the cost of replacement or repair of lost or damaged books or other materials that are checked out to me.
- ◆ Subsidiary attachments such as Course Contracts, Assignment Sheets, and other necessary papers are a part of this Master Agreement.
- ◆ During the effective dates of this Master Agreement, I will complete between 5 and 30 credits depending on the date of my enrollment. This number may be adjusted if circumstances require a change.
- ◆ My parent or I may contact my teacher at any time to ask for assistance or check on my progress.
- ◆ My continued enrollment in City of Angels School will be based upon my compliance with all the terms and conditions of this Master Agreement.

Middle School Master Agreement

Student Name: _____ Date of Birth: _____ Age: ____ Grade Level: ____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Pager: _____

Duration: One Semester Beginning Date: _____ Ending Date: June 22, 2001

This Master Agreement is in effect for the FALL ☐ / SPRING ☐ semester of the 2000-2001 school year. The student will complete the courses listed below during the semester as they are outlined in the Los Angeles Unified School District course descriptions. All course objectives will be consistent with the established district guidelines. Additional descriptions of the major objectives, activities, and the methods for evaluating student work will accompany Course Contracts and Assignment Sheets.

Students need to spend as much time in the completion of schoolwork as is required in the regular school of attendance if they expect to earn 30 credits per semester. The following subjects will be attempted while this Master Agreement is in effect:

Subject	Credits Attempted	Subject	Credits Attempted

Additional courses may be added during the term of this Master Agreement.

♦ I will meet with my teacher as follows:

Day: M T W Th F (circle one)

Time: _____

Location: _____

Frequency: _____

Teacher's Phone: _____

Manner: _____

Parent/Guardian Agreement:

♦ I understand and accept all of the foregoing agreements made by this student.

We have read all items on the Master Agreement and will comply with all of the conditions set forth within.

_____ Student Signature	_____ Date	_____ Parent/Guardian/Caregiver Signature	_____ Date
_____ Teacher Signature	_____ Date	_____ Other (if applicable)	_____ Date

Los Angeles Unified School District
Senior High School Master Agreement for Independent Study

BULLETIN NO. M-128
May 31, 2001

ATTACHMENT F

Student Agreement – I understand and agree that:

- ◆ Independent study is an alternative to classroom instruction provided by City of Angels School. It is individualized instruction based on this agreement, called the Master Agreement (M.A.), between me, my teacher, and, if I am under the age of 18 and unmarried, my parent, guardian, caregiver, and others if applicable.
- ◆ I am enrolling voluntarily. I understand that a regular classroom option will always be available at my home school or other agreed upon site. If I have been referred or assigned pursuant to EC 48917-EC 51747 (c)(7) an alternative classroom option has been offered and will always be available.
- ◆ If I have an Individualized Education Plan (IEP), the IEP must specifically provide for my enrollment in independent study.
- ◆ All visits I may wish to make to any other school campus require the prior approval of my teacher and the school.
- ◆ All course work will be consistent with the Los Angeles Unified School District Guidelines for Instruction.
- ◆ In order to receive course credit, I must complete the major objectives of each course I undertake as outlined in the Guidelines for Instruction. These objectives are made a part of this Master Agreement.
- ◆ I will have the resources of school personnel; state authorized textbooks, supplementary instructional materials, and community resources, as described on my Assignment Sheets prepared by my teacher and which are a part of this Master Agreement.
- ◆ The instructional activities will include, but are not limited to the following: listening, speaking, reading, writing, computation, and thinking. Specific activities and instructional materials will be described on my Assignment Sheets, which are a part of this Master Agreement.
- ◆ The methods used by my teacher to evaluate my work and my performance will include grading, measuring, and/or appraising written, oral, audio, visual, and/or performed assignments and tests to determine my grade in each course.
- ◆ I will meet weekly with my teacher unless otherwise indicated and my assignment is due at that time. I will be on time for my appointment or will call my teacher to schedule a new appointment. Four consecutive missed assignments or consistently substandard work will require an evaluation to determine if independent study is the best educational placement at this time. The maximum time allowed between the assignment date and the due date shall be six weeks or 30 consecutive school days.
- ◆ When I meet with my teacher, I will be prepared to ask questions, obtain necessary assistance, and take tests or quizzes as appropriate. I will be evaluated at each appointment based on one or more of the following: demonstration of skills, product completion, or oral/written tests.
- ◆ My parents and I are liable for the cost of replacement, repair of lost or damaged books or other materials that are checked out to me.
- ◆ Subsidiary attachments such as Course Contracts, Assignment Sheets, and other necessary papers are a part of this Master Agreement.
- ◆ During the effective dates of this Master Agreement, I will complete between 5 and 30 credits depending on the date of my enrollment. This number may be adjusted if circumstances require a change.
- ◆ My parent or I may contact my teacher at any time to ask for assistance or check on my progress.
- ◆ My continued enrollment in City of Angels School will be based upon my compliance with all the terms and conditions of this Master Agreement.

Senior High School Agreement for Independent Study

Student Name: _____ Date of Birth: _____ Age: ____ Grade Level: ____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Pager: _____

Duration: One Semester Beginning Date: _____ Ending Date: June 22, 2001

This Master Agreement is in effect for the FALL ☐ / SPRING ☐ semester of the 2000-2001 school year. The student will complete the courses listed below during the semester as they are outlined in the Los Angeles Unified School District course descriptions. All course objectives will be consistent with the established district guidelines. Additional descriptions of the major objectives, activities, and the methods for evaluating student work will accompany Course Contracts and Assignment Sheets.

Students need to spend as much time in the completion of schoolwork as is required in the regular school of attendance if they expect to earn 30 credits per semester. The following subjects will be attempted while this Master Agreement is in effect:

Subject	Credits Attempted	Subject	Credits Attempted

Additional courses may be added during the term of this Master Agreement.

◆ I will meet with my teacher as follows:

Day: M T W Th F (circle one)

Time: _____

Location: _____

Frequency: _____

Teacher's Phone: _____

Manner: _____

Parent/Guardian Agreement:

◆ I understand and accept all of the foregoing agreements made by this student.

We have read all items on the Master Agreement and will comply with all of the conditions set forth within.

_____ Student Signature	_____ Date	_____ Parent/Guardian/Caregiver Signature (Not required if student is over 18 yrs. old)	_____ Date
_____ Teacher Signature	_____ Date	_____ Other (if applicable)	_____ Date

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education – Alternative Education and Work Center
Senior High School Master Agreement for Independent Study

BULLETIN NO. M-128
May 31, 2001

ATTACHMENT G

Student Name: _____ Date of Birth: _____ Age: ____ Grade Level: ____

Address: _____ City: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Pager: _____

Duration: half year Beginning Date: _____ Ending Date: _____.

This Agreement is in effect for the ____ half of the _____ school year, from _____ to _____. The student will complete the courses listed below during the term as they are outlined in the Los Angeles Unified School District course descriptions and outlines. All course objectives will be consistent with the established district guidelines. Additional descriptions of the major objectives, activities, and the methods for evaluating student work are contained in the Course Contracts and Regular Work Assignments, which are made a part of this Agreement.

STUDENT AGREEMENT – I understand and agree that:

- ◆ Independent study is an alternative to classroom instruction provided by Alternative Education and Work Center (AEWC). It is individualized instruction based on this Agreement, called the Master Agreement for Independent Study, between me, the outreach consultant, my teacher/s, and if I am under 18 years of age and unmarried, my parent/guardian/caregiver, and others if applicable.
- ◆ Independent study is an optional and voluntary educational alternative in which I may not be required to participate. I am enrolling voluntarily. I understand that a regular classroom option will always be available at my home school or other agreed upon site. If I have been referred or assigned pursuant to EC 48917-EC 51747 (c)(7), an alternative classroom option has been offered and will always be available.
- ◆ If I have an individualized education program (IEP), the IEP must specifically provide for my enrollment in AEWC and independent study.
- ◆ All visits I may wish to make to any other school campus require the prior approval of my teacher and the school.
- ◆ All course work will be consistent with the Los Angeles Unified School District Guidelines for Instruction or the Board approved course curricula.
- ◆ In order to receive course credit, I must master the major objectives of each course I undertake as outlined in the Guidelines for Instruction or the Board-approved course curricula. These objectives are stated in the course contracts and/or Regular Work Assignments.
- ◆ I will have the resources of school personnel; state authorized textbooks, supplementary instructional materials, and community resources, as described in my course contracts or on my Regular Work Assignments prepared by my teacher.
- ◆ The methods of study will include, but are not limited to the following: listening, speaking, reading, writing, computing, thinking, comparing, analyzing and evaluating. Specific activities and instructional materials will be described on my course contracts and/or on my Regular Work Assignments.
- ◆ The methods used by my teacher/s to evaluate my work and my performance will include grading, measuring, and/or appraising written, oral, audio, visual, and/or performed assignments and tests to determine my grade in each course.
- ◆ I will meet weekly with my teacher unless otherwise indicated, and my assignment is due at that time. I will be on time for my appointment or will call my teacher to schedule a new appointment. Four consecutively missed assignments or consistently substandard work will require an evaluation to determine if independent study is the best educational placement at this time. The maximum time allowed between the assignment date and the due date shall be four weeks.

- ◆ When I meet with my teacher/s, I will be prepared to ask questions, obtain necessary assistance, and take tests or quizzes as appropriate. I will be evaluated at each appointment based on one or more of the following: demonstration of skills, product completion, or oral/written tests.
- ◆ My parents and I are liable for the cost of replacement or repair of lost or damaged books or other materials that are checked out to me.
- ◆ Subsidiary attachments such as course contracts, Regular Work Assignments, Addenda, and other necessary documents are made a part of this Agreement.
- ◆ During the effective dates of this Agreement, I will complete between 5 and 30 credits depending on the date of my enrollment. This number may be adjusted if circumstances require a change.
- ◆ My parent or I may contact my teacher/s or outreach consultant at any time to ask for assistance or check on my progress.
- ◆ My continued enrollment in AEWC will be based upon my compliance with all the terms and conditions of this Agreement.
- ◆ A record of credits earned (courses completed) is maintained in the cumulative record or the roll book/s, which are made a part of this Agreement.

I need to spend as much time in the completion of schoolwork as is required in my regular school of attendance if I expect to earn 30 credits per semester. I will attempt to complete the following subjects while this Agreement is in effect:

Subject	Credits To Be Earned	Subject	Credits To Be Earned

Additional courses may be added during the term of this Agreement.

I will meet with my teacher as follows:

Day: M T W Th F (circle one)

Time: _____

AEWC Location: _____

Manner: _____

Teacher's Phone: _____

Frequency: _____

Parent/Guardian Agreement:

- ◆ I understand and accept all of the foregoing agreements made by my son/daughter.
- ◆ I will support my son's/daughter's academic progress while s/he is enrolled in this program of study.

We have read all items on the Master Agreement and will comply with all of the conditions set forth within.

_____ Student Signature	_____ Date	_____ Parent/Guardian/Caregiver Signature* (Not required if student is over 18 yrs. old)	_____ Date
_____ Outreach Consultant Signature	_____ Date	_____ Teacher Signature	_____ Date
_____ Teacher Signature	_____ Date	_____ Teacher Signature	_____ Date
_____ Teacher Signature	_____ Date	_____ Other (if applicable)	_____ Date