

AR 6158 Independent Study Agreement

Trondheim International School

MASTER AGREEMENT FOR SHORT TERM INDEPENDENT STUDY (Minimum 4/maximum 10 school days per contract)

Name: _ _ _ Grade: _ _ _

Reason for planned absence: _ _ _ _ _

Beginning Date: _ _ _ End Date: _ _ _ Number of Days: _ _ _ _ _

OBJECTIVES: All course objectives will be consistent with the guidelines established for the curriculum of student's grade-level enrollment. For each class, there will be a Short-Term Independent Study Assignment Sheet which will become part of this agreement and which will contain additional descriptions of student's objectives, study methods, resources supplied and evaluation.

The Short-Term Independent Study Assignment Sheet and this Master Agreement Form will list all assignments, work attempted and completed, and finally an evaluation by the teacher of the levels of performance.

Independent Study for anticipated absence is appropriate only when a student will be absent from school for 3 or more consecutive days with a maximum number of 10 school days per contract, or the maximum allowed by the Education Act.

A student participating in an Independent Study Agreement shall continue to be enrolled in regular classes at This. A student will receive credit for Independent Study upon completion of the assignment(s), and the review and approval of the classroom teacher(s).

DIRECTIONS TO PARENT/GUARDIAN ON REQUESTING AND OBTAINING A LEAVE:

STEP 1: Submit a **Permission to Leave** request to the school office, requesting a **Master Agreement for Independent Study** from school office or teacher a minimum of 1 full-week in advance of the planned absence.

STEP 2: The **Permission to Leave** request will be reviewed by the school administration. The school will notify the Parent(s) whether the request is approved or denied within 2 school days.

STEP 3: If approved, a **Master Agreement for Independent Study** will be developed by the student's classroom or subject teachers and it will detail the required alternative classwork assignments that will be sufficiently rigorous and equivalent to the learning requirements of regular attendance.

STEP 4: Prior to the planned absence, the Parent must pick-up the completed Master Agreement and both the Student and the Parent must review and sign the agreement. The Student is to complete the required alternative classwork assignments during the course of the absence. By signing the parent agrees to provide the necessary resources and supports to enable the student to complete all assigned work successfully during the absence. A copy of the document will provided to the Parent and a copy will be retained in the school office.

****Steps 1-4 must be completed before the beginning date of the independent study contract.**

STEP 5: Completed Work Is Due On The Date Of Return. Return all assigned work to teachers on the day you are scheduled to return to class with the Contract attached. The teacher(s) will review the completed work and assign a rating of complete or not-complete. The teachers will also evaluate the level of performance for each assignment and may assign a grade/value for each assignment. The work may also be included in a student's portfolio. The teacher(s) will inform the student and the parents of the results of the evaluation. Students or parents may request an explanation of the evaluation.



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EXAMPLES OF POSSIBLE ASSIGNMENTS AND EVALUATION METHODS:

- | | |
|-------------------------|-------------------------|
| *Assignment Complete | *Written Test/Report |
| *Student Log/Journal | *Project |
| *Demonstration of Skill | *Video or Audio Project |
| *Oral/Written Report | *Presentation |

SCHOOL RESPONSIBILITIES/UNDERSTANDINGS:

1. The teacher will be responsible for the evaluation of the work presented by the student under the terms of this Independent Study Agreement to determine the levels of performance and the credit earned by the student.
2. The teacher will offer guidance and provide resources to the student as specified in each study contract or assignment and where it is practical for the teacher due to the student's absence.

The student shall have access to resources of the school prior to the absence, including but not limited to teacher(s) guidance, books, supplementary materials, and library privileges. Parents agree to provide any additional resources necessary to complete the agreed-upon assignment(s).

RESPONSIBILITIES/UNDERSTANDING:

1. I understand that this agreement will remain in effect as written, unless amended.
 2. **Assignments will be returned to the teachers upon the first day that student(s) return to school.**
 3. I understand that if the student fails to complete the work on my assignment sheet, he/she will receive an "unexcused absence" for the period and no credit for the assigned work. Partial credit will not be given.
- We have read the terms of this Agreement and hereby agree to all the conditions, including those in the contracts and assignments.

Student Signature/Date

Parent/Guardian/ Signature/Date

COMPLETION OF AN AGREEMENT FOR SHORT TERM INDEPENDENT STUDY VERIFIED BY SUPERVISING TEACHER(S):

Teacher's Signature	/Date	Grade/ % of Assigned Coursework Credit Granted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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Assignment(s) for an Independent Study Agreement:

Unit of Inquiry: The parent/guardian agrees that students need to focus their learning on the designated PYP or MYP Unit of Inquiry. This integration of learning can be best demonstrated through oral reports, written documents, journal, illustrations, projects of I.T, models, visual and performing arts. The parent assumes the responsibility for connecting learning to the stated Unit of Inquiry and its elements.

Title of the Unit of Inquiry and its elements (Central Idea, Lines of Inquiry, Key and Related Concepts, Approaches to Learning/Essential Skills:

Stand-Alone Instructional Objectives during the period of the Independent Study Agreement:

Discreet attention to subject content is also a part of the student's school program. Therefore the parent/guardian agrees to ensure that the student(s) meet the objectives of study for specific learning objectives described below:

Language / Reading & Writing:

Arts:

Humanities:

Other

Math:

Additional Language:

Social Studies:

Science:

I.T.:
