

**SHORT TERM INDEPENDENT STUDENT MASTER AGREEMENT (ISST)**

OXNARD UNION HIGH SCHOOL DISTRICT

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Home School: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
 Parent/Guardian Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

**Period of time on ISST: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_**

**OBJECTIVE:** The courses listed below will be attempted by the student during the period of time specified in this agreement. Parent/Guardian and Student agree to pick up work upon the agreed date and time and return completed work to the school site. Work must be completed in order to maintain academic progress. Student activity evaluation may consist of, but not limited to, the following: Written Assignments, Written Test/Report Student Log Demonstration of skills, online coursework  
 Other \_\_\_\_\_

	DPC Code	Subject	Work Assigned (Objective/Resource)	Teacher Assigned Grade	Academic Grade/Credit Evaluation *credit evaluated at semester or for FY, Homeless, or Military upon exit
0			Teacher Signature _____		
1			Teacher Signature _____		
2			Teacher Signature _____		
3			Teacher Signature _____		



School attendance is a student/parent responsibility. In Short Term Independent Study, the attendance requirement is satisfied only by completion of assigned/provided work. Academic grades are based on completion of assignments and differs from attendance credit. Academic grades are awarded by the instructor based upon the completeness of the student's work and his/her performance on evaluative instruments designed for each unit of study within a specific subject.

**PARENT RESPONSIBILITIES:**

It is my/our responsibility to provide the support needed so that the above named student can maintain progress toward the achievement of a high school diploma. This will require at least that I/we will:

- A. Make certain that assignments are completed.
- B. Make the necessary arrangements for transportation.
- C. Be responsible to see that I and the student is picking up assigned work and or attending his/her scheduled time.
- D. Provide an environment which supports achievement.

**STUDENT RESPONSIBILITIES:**

- A. Strive for perfect attendance by completing work and attending all potential scheduled appointments as agreed upon.
- B. Provide the necessary evidence that I have fulfilled work assignments.
- C. Complete all assignments each week.
- D. Follow all site and VCOE policies and codes for dress and conduct.

**SCHOOL RESPONSIBILITIES:**

- A. The teacher, counselor or administrator will provide the work and ensure it is evaluated as presented by the student under the terms of the Short Term Independent Study Agreement to determine the grades earned by the student. As per the regulations, at least 20% work samples taken by the student will be kept on file for 4 years. Each sample will include the master agreement/log, SST, dates work was given and received. All homework will be checked for completion.
- B. The credentialed staff member when necessary will offer guidance and provide resources to the student as specified in each the assignments.
- C. The teacher will re-evaluate the student's placement in Short Term Independent Study at the end of dates agreed upon.

**Credit/Grade Evaluation:**

**Academic Credit/Grade Evaluation is filled out AFTER the student returns and the homework has been evaluated/graded. Teachers MUST submit to the assigned counselor 20% work sample to be filed along with completed ISST packet (packet must include 1)SST/IEP/Or 504 with SST 2) ISST contract – completed/signed grade/credit evaluation 3)work samples).**

A review to examine or discuss progress prior to end of ISST: \_\_\_ was needed \_\_\_ was not needed

**Comments:**

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**TEACHER: Please complete Academic Credit/Evaluation sections AFTER student returns and work assignments are evaluated. Submit this contract to the counselor or guidance tech with an original student work sample within 5 days of student's return. Samples should have student name, date, subject, and marks of evaluation (marks of evaluation can be copy of their grades in SIS signed).**

Assignments in the subjects described above were: *(check one)*

\_\_\_\_\_ **completed** and submitted by due date earning **full** attendance credit

\_\_\_\_\_ **not submitted** by the due date earning **no** attendance credit

\_\_\_\_\_ **partially completed** by due date earning \_\_\_\_\_ days of attendance credit.

Supervising Teacher, Counselor, Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I have attached original **homework samples** with this assignment contract.