



# Mendocino K8 School

Kim Humrichouse, Principal

44261 Little Lake Rd, P.O. Box 226

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## Short Term Independent Study Contract

Student Vacations should be arranged with consideration for the learning that they miss when they are not in school. **Whenever possible, it is best to use the regularly scheduled vacation times.** However, when a student must miss school, the following procedure **MUST** be followed.

Families may request an **Independent Study Contract** with the school for absences of 5 or more school days. This Short Term Independent Study Contract must be completed, signed and filed with the Mendocino K-8 Office no less than **5 school days prior to the date of absence.** A student may be denied a short-term independent study contract based on the following requirements:

1. The student is not prepared to meet the districts requirements for Independent Study.
2. The student is unlikely to succeed with the Independent Study Contract as well or better than he/she would in the regular classroom.
3. A student maintains a C - or below in any course he/she is currently enrolled in.
4. Student failed to meet the requirements of past Independent Study Contracts.
5. For any other reason the district determines that Independent Study may not be a successful placement.

Following the approval of this contract, students are responsible for picking up and completing the **Independent Study Student Work Form**. If **Independent Study Student Work Form** is not filed with the Mendocino K-8 Office 24 hours following issue of the student work form, the Independent Study Contract will be voided and credit will be denied for work missed while absent.

**Student Name:** \_\_\_\_\_

**Purpose of Absence:** \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_

I have read and understand the terms of the Short Term Independent Study Contract:

**Parent Signature:** \_\_\_\_\_

### FOR OFFICE USE ONLY

**Issuing Date:** \_\_\_\_\_

**Date Returned:** \_\_\_\_\_

**Pre-approved**     **Denied**    **By:** \_\_\_\_\_



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## Independent Study Student Work Form

Student Vacations should be arranged with consideration for the learning that they miss when they are not in school. **Whenever possible, it is best to use the regularly scheduled vacation times.** However, when a student must miss school, the following procedure **MUST** be followed.

### Prior to your absence:

- Take this form to ALL of your teachers. Have them filling the table below and issue you the work you will be doing.
- If a teacher assigns a packet, have them write "packet" in the table and return to the office to pick up that packet.
- Have your parent/guardian sign this form.
- Return this form to the office when it is completed. **This MUST be done within 24 hours of receiving this form!**

### When you return:

- The work assigned is due upon the date you return to school. Limited credit will be given for late work up to two days following your return. After those two days, no credit will be given.
- It must be turned in directly to your teachers.
- If work is not completed you will be required to attend the ACC until your work is finished, with no credit to be given.

**Student Name:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

**Purpose of Absence:** \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_

Period	Assignments	Conference with Teacher?			Teacher Initials
		Pre	Post	N	
1					
2					
3					
4					
5					
6					
7					

\*Teachers planning to use a standard packet that you have already submitted to the office, write "Packet" in the Assignments section.

**Parent/Guardian Signature:** \_\_\_\_\_

## **Independent Study Policy**

Student vacations should be arranged with consideration for the learning that they miss when they are not in school. **Whenever possible, it is best to use the regularly scheduled vacation times.**

Families may request a **Short-Term Independent Study Contract** with the school for absences of 5 – 15 school days.

The Short-Term Independent Study Contract must be completed, signed and filed with the Mendocino K-8 Office no less than **5 school days prior to date of absence**. The student is responsible for picking up the **Independent Study Student Work Form** in the Mendocino K-8 Office, taking it around to **ALL** of their teachers for work assignments and returning it the office **within 24 hours of receiving the form**. **Independent Study may be denied if these requirements are not met and therefore students will be considered unexcused for their absence.**

A student may be denied a short-term independent study contract based on the following requirements:

1. The student is not prepared to meet the districts requirements for Independent Study.
2. The student is unlikely to succeed with the Independent Study Contract as well or better than he/she would in the regular classroom.
3. A student maintains a C - or below in any course he/she is currently enrolled in.
4. Student failed to meet the requirements of past Independent Study Contracts.
5. For any other reason the district determines that Independent Study may not be a successful placement.

All Independent Study work is due upon the date the student returns to school. Late work may be accepted up to two days following the student's return date to school. Late work will be docked 10% for each day it is late. No work will be accepted after two days following the student's return from a scheduled trip. If a student does not complete all of their Independent Study work they will be referred to the Assignment Completion Class (ACC) and will attend the ACC until all provided Independent Study work is completed. Credit may not be given for this work, but it will give the student the opportunity to learn the concepts missed during their absence.