

Planned Short Term Independent Study

Vice Principal – Eric Husted Room: D157 Email: erichusted@berkeley.net

ATTENDANCE OFFICE

This form is for absences of 15 days or less. For absences of more than 15 days, contact the Vice Principal.

Student Name _____
Last First M.I.

ID _____ Grade _____ Small School or Program at BHS _____

Address: _____ Age _____ Birth date: _____

Parent Name _____

Parent Phone _____ and Parent Email _____

Parent/Guardian Statement: I plan to remove my child from Berkeley High School from

____/____/____ through ____/____/____ for the following reason *(please write in space below)*:

- Short term independent study is valid for up to 15 days and can only be taken one time per year.
- We highly discourage students who have 30 or more unexcused period absences or who are not passing their classes from doing a short term independent study
- The student has three weeks to turn in the graded work to the attendance office upon return.
- Failure to complete the expectations of short term independent study may result in the student not being approved for future requests to enroll in short term independent study
- Failure to complete these necessary steps will result in the absences being recorded as unexcused and will result in the student being placed on the truancy list.
- We discourage students from utilizing short term independent study during finals time
- We encourage families to review the school calendar in advance to plan non-emergency trips during our school holidays.

Office use only:

Approved / denied

date 'INC' entered: _____ date 'COM' entered: _____

Your short term independent study absence from school will be excused if all the following steps are completed:

BEFORE YOU GO:

- Fill out this page with your information and a short explanation for the planned absence.
- On the second page, get signatures from parent/guardian and your counselor. You sign, too.
- Have all your teachers complete and sign the third page. ***Note: you must have work assigned in every subject. If not all teachers complete, this form cannot be used.***
- Please bring the completed form to the attendance office at least **five days** before your planned absence.

DURING YOUR ABSENCE:

- Complete all work that was assigned to you.

WHEN YOU RETURN TO BHS:

- **Turn in all work to your teachers.**
- **Remind teachers that you will need the work once they've finished grading it. Ask them to write a grade on the assignment itself. If it's on google classroom, print out the assignments and submit to attendance office.**

BERKELEY UNIFIED SCHOOL DISTRICT INDEPENDENT STUDY MASTER AGREEMENT

Objectives, Methods of Study, Methods of Evaluation, and Resources: The student is to complete the courses listed below. All course objectives will reflect the established district governing board and are consistent with district standard as outlined in the district subject/course descriptions. The Attached Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work which are a part of this agreement. The term "course value" refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Classes:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Reporting: We understand that students are required to report to their teacher(s) upon return from planned absence.

Assignments: According to the District policy for grades kindergarten through 12, the maximum length of time allowed between when the assignment was issued and the date the assignment is due is 21 calendar days, unless an exception is made in accordance with District policy.

Voluntary Statement: Independent study is an optional educational alternative that students voluntarily select, including students covered under California *Education Code* sections 48915 and 48917. All students who choose independent study must have the continuing option of returning to the classroom.

Equitable Provision of Resources and Services: The independent study option is to be substantially equivalent in quality and quantity to classroom instruction. Students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

Signatures and Dates: *We have read and understand the terms of this agreement and agree to all the provisions.*

Eric Husted

BHS Vice Principal: _____ Date: _____

BHS Counselor: _____ Date: _____

Student: _____ Date: _____

Parent/Guardian/Caregiver: _____ Date: _____

Notice of Short Term Independent Study

Note to teachers: This is a request for an excused short term independent studies absence. It will only be approved as excused if the student receives work in all classes to complete during absence. The work's content should be roughly comparable to what will be covered during a student's absence.

When a student returns to school and gives you the work, it will need to be graded and returned to the student, so that they can take to it to the attendance office.

Teachers' Comments & Signatures

Period	Subject and Teacher	Work Student Must Do While Away	Signature
0			
1			
2			
3			
4			
5			
6			
7			