

How to Use the Work Ahead Contract

Many students are capable of working ahead independently. It's important for teachers to guide this process to prevent contention and chaos. It's also critical for the parents to be involved and included.

In the Work Ahead Contract, the student agrees to a few conditions in exchange for permission to work ahead of the class.

To use the Contract:

- ✓ Send home the Note to Parents so they understand the principle and keep the signed copy for your records when it is returned.
- ✓ Discuss the idea with the student.
- ✓ Decide on a length for the Contract. You can make it the length of a single class period, or for a longer period of time (such as a week or two). It's best to not have it go too long early on, as you may find it needs to be tweaked!
- ✓ Have the student read the conditions and check the boxes next to each one.
- ✓ The student should come up with a plan for what he/she can do when he/she has finished the assigned work. Teachers and parents should help students with this if the student is seeking ideas.
- ✓ The contract may be revoked at any time if the student violates the terms, although you may wish to give warnings while the student is getting used to how it works.
- ✓ Keep a copy of the Contract in your records, and send a copy home to the parent(s).
- ✓ Be sure to list this as a differentiation strategy for your learners.
- ✓ You may wish to have standard options available for certain circumstances like testing days.
- ✓ Feel free to adjust the contract to work for you, your students, and your classroom situation.

Work Ahead Contract

Name: _____

Date: _____

Length of Contract: _____

Check the box next to each statement below.

I agree not to race through the assignment so that I can do the alternate work. I will give full effort and attention to the work assigned.

I agree to work with diligence on the alternate assignment. I will not waste the opportunity, and I will use my time wisely.

I will not make comments about the opportunity that may make others feel badly.

I will rejoin the class when asked by the teacher without argument or complaint.

I understand that if I break this contract, I may lose the privilege of independent work.

Signed:

Student _____

Parent _____

1. After my assigned work is completed, I would like to:

2. When I am done, I will submit the following product to my teacher:

3. I believe this project will take this amount of time: _____

4. In addition to feedback, I would like the teacher to consider granting the following depending upon the quality of my work:

- additional opportunities for working ahead/independently
- homework/daily work passes
- extra credit/bonus points

Teacher Comments: _____

Work Ahead Contracts & How They Work

Dear Parents,

Your student demonstrates advanced skills that enable him/her to finish earlier than other students. In order to make sure that those skills continue to develop and your child grows and isn't bored, I provide the opportunity for advanced students to work ahead of the class.

In order for this to work well in a classroom environment, I use a Work Ahead Contract that establishes the guidelines students need to follow to be able to work ahead of the class.

I'm attaching a copy of a Work Ahead Contract for you so you can see how it works.

You will notice that students need to come up with ideas for what they will do when they have finished the assigned work. I have ideas I will share with the student, and you are welcome to come up with ideas as well.

Work Ahead Contracts are optional, so if you would prefer your student not be allowed to work ahead, simply indicate that below. Please sign and return this form.

Best Wishes,

I have read the information on Work Ahead Contracts, and my student (please check one)

does

does not have permission to participate.

Parent /Guardian Signature _____

Note: Please return this to the teacher.