



Independent Study Protocol

1. Parent or guardian requests and signs Independent Study contract with Office Manager
2. Office Manager gives parent the **Work Summary & Daily Log** and directs parent/guardian to see the teacher for any additional, specific assignments
3. Parent fills out Work Summary & Daily Log for each day absent and provides work samples for every days missed.
4. TEACHERS MARK STUDENT ABSENT EACH DAY.
5. Office Manager changes attendance entry to IS Pending (IP)
6. Upon return, PARENT/GUARDIAN turns in Work Summary & Daily Log AND samples/specific assignments to the office manager who then turns copies the work to turn in to the teacher. Office Manager obtains teacher signature on the contract
7. Office Manager changes the attendance entry to IS Complete (IC) for each of the days covered in the contract
8. Office Manager files the contact, Summary & Daily Log and samples along with the other completed contracts in Attendance file for the appropriate school year
9. Contract, work journal and work samples are kept for 5 years.

Thrive Public Schools

Independent Study Enrollment Agreement

Student Name:	Agreement Duration: 1 school year
DOB:	Beginning Date: 8/27/18
Address:	End Date: 6/19/19
Parent E-Mail:	Grade Level:
Parent Phone Number:	Teacher(s):

For pupils in all grade levels offered by Thrive Public Schools, the maximum length of time that may elapse between when an assignment is made and the date by which the pupil must report to the teacher and submit the completed work shall be 35 school days. Pupils will submit work and demonstrate progress, either through small group meetings, one-on-one meetings, or in rare cases telecommuting (through e-mail, teleconferencing, etc.). Meeting dates and times will be conducted at regular intervals and determined by the teacher and family. A pupil’s parent or guardian (“Parent”) must attend each meeting with the teacher and pupil where the Parent’s presence is required by the teacher. Upon the end of the semester, students in the grades kindergarten through eight shall meet the Thrive grade-level (or grouping cluster) objectives and advance to the next level.

Objective: The major objective for the duration of this agreement is to enable the student to progress academically at their ability level through appropriate work in order to meet the Thrive Public School grade-level (or grouping cluster) objectives and advance to the next level.

Method of Study: Methods of study for the student may include, but are not limited to: individual or group projects; classroom-based instruction; independent reading; problem solving; textbook assignments; study groups; discussions; journals; experiential learning; digital curriculum; Internet; text-based or field research; field trips; and workshops.

Method of Evaluation: Academic evaluations to measure mastery and growth will be administered during regular intervals as appropriate and may include, but are not limited to: **Measures of Academic Progress (MAPs) Assessments; Developmental Reading Assessment (DRA);** public presentations of learning; teacher-developed tests/quizzes; student conferences; chapter/unit tests; observations; work samples; state standardized testing; small group presentations; learning journals; community projects; and labs.

Resources: Thrive will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. These will include those reasonably necessary to the achievement of the objectives, and resources that are normally available to every student on the same terms as those on which they are available to all. Examples of personnel that will be made available to the student may include, but is not limited to a certificated classroom teacher and enrichment program instructors. Examples of instructional materials that will be made available to the student may include, but are not limited to: online interactive program/resources, textbooks (digital and/or hard copy), workbooks and a school-based collection of educational resources. Assignments and specific resources will be designated by the teacher and provided to families at regular intervals throughout the term of this agreement.

Assignments and Board Policies:

1. For pupils in all grade levels, the maximum length of time that may elapse between when an assignment is made and the date by which the pupil must complete the assignment shall not exceed 35 school days. (These assignment periods will be referred to hereinafter as “Work Journal Periods.”)

2. A pupil may not miss more than 2 work samples or submit insufficient record of work during any 35 day period, and a Parent or pupil may not miss more than 2 regularly scheduled meetings, before an evaluation is conducted to determine whether it is in the best interest of the pupil to remain in Independent Study or whether the pupil should return to the regular program. Therefore, should a pupil fail to complete 2 work samples or submit insufficient record of work during any given Work Journal Period, or should a Parent or pupil miss 2 scheduled meetings, the following actions will apply:
 - a. First occurrence: Both the Parent and the pupil (“Student”) will receive a FIRST NOTICE OF NONCOMPLIANCE. A time period not to exceed 1 week will be given for: (1) the Student to complete and submit the delinquent assignments in person to his/her teacher or administrator, if the Student has failed to complete 2 work samples or submit sufficient record of work; or (2) the Parent to schedule a meeting with the teacher and Student, if the Parent or Student has missed 2 scheduled meetings. Additionally, the Student will be expected to maintain progress on all currently assigned school work during this same time period.
 - b. Second occurrence: Upon the second occurrence, both the Parent and Student will receive a SECOND NOTICE OF NONCOMPLIANCE, and both will be required to meet with the Principal or his/her designee to conduct an evaluation to determine whether it is in the best interest of the pupil to remain in Independent Study. A written record of the findings of this evaluation and any pursuant actions outlined in this evaluation shall be signed and agreed upon by all participants and treated as a mandatory interim pupil record.
 - c. Final occurrence: A third assignment delinquency will constitute sufficient indication that Independent Study is not the proper placement for the Student. Both the Parent and the Student will receive a NOTICE OF REMOVAL and the Student will be released from this voluntary Independent Study program.

Voluntary Statement: It is understood that Independent Study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

Signatures and Dates:

I have read and I understand the terms of this agreement, and agree to all provisions set forth.

_____ Date: _____
Student

_____ Date: _____
Parent/ Legal Guardian/ Caregiver

_____ Date: _____
Certificated General Supervising Teacher

_____ Date: _____
Other Person with Responsibility for Providing Assistance to Student

_____ Date: _____
All Persons with Direct Responsibility for Providing Assistance to Student

Work Summary and Daily Log

Due to supervising teacher _____

Student Name: _____ Parent Name: _____ Teacher Name: _____

- Parents: Please list student learning activities with brief detail*
- 2 work samples must be returned for every 5 days of Independent Study. Please, highlight below the work samples you are attaching.*

<p>Date: 9/16/17</p> <p>Parent Initials:</p> <p style="text-align: center; font-family: cursive;">nta</p>	<p>Example</p> <p>ELA: Reading Journal: Book Title <u>Matilda</u> (journal entry attached) Title of reading lesson completed online (<i>notes on lesson attached</i>) <u>Short vowel sounds, blending sounds, early comprehension</u></p> <p>Math: Title of Math lesson completed online (<i>notes on lesson attached</i>) <u>Adding and subtracting single digits, subatizing</u></p> <p>Other Learning Activity: <i>Built a sun dial, watched a video on space and the universe, visit a museum.</i></p>
<p>Date: _____</p> <p>Parent Initials:</p> <p>_____</p>	<p>ELA: Reading Journal: Book Title _____ (write journal entry) Title of reading lesson completed online (<i>must take notes on lesson</i>) _____</p> <p>Math: Title of Math lesson completed online (<i>must take notes on lesson</i>) _____</p> <p>Other Learning Activity: _____</p>
<p>Date: _____</p> <p>Parent Initials:</p> <p>_____</p>	<p>ELA: Reading Journal: Book Title _____ (write journal entry) Title of reading lesson completed online (<i>must take notes on lesson</i>) _____</p> <p>Math: Title of Math lesson completed online (<i>must take notes on lesson</i>) _____</p> <p>Other Learning Activity: _____</p>
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Turn over

<p>Date: _____</p> <p>Parent Initials:</p> <p>_____</p>	<p>ELA: Reading Journal: Book Title _____ (write journal entry) Title of reading lesson completed online (<i>must take notes on lesson</i>) _____</p> <p>Math: Title of Math lesson completed online (<i>must take notes on lesson</i>) _____</p> <p>Other Learning Activity: _____</p>
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Student Signature

Parent Signature

Date

By signing, we certify that the above information is accurate, our family completed the work listed and our work samples are representative of the activities completed at home.

For Supervising Teacher Completion:

1. Number of Work Days Listed by Parent: _____

2. Time Value Work Product:

Grades K-5 Time Value _____

Grades 6 ↑ (days & initials from subject expert):

Humanities _____ Math _____ Science _____ Average: _____

Attendance Verified by Supervising Teacher: _____ Date: _____