

Independent Study Master Agreement and Policies
Coastal Grove Charter School

1897 S Street, Arcata, CA 95521, (707) 825-8804 Fax:(707) 825-1761

Student: _____ Birth Date _____ Age: _____ Grade: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Parent/Guardian: _____ Email: _____
Duration of Agreement _____ to _____

Welcome to Coastal Grove Charter School's home-based independent study program. We look forward to a productive learning collaboration for the duration of the agreement. In order for the student and the parent-teacher to be fully informed participants in this learning program, the following terms need to be met.

- **Reporting Student Progress:** A reporting of student progress shall be made to the Education Coordinator at least every twenty one days during regular office hours as scheduled with Coastal Grove Charter School staff. Student work samples will be submitted at each conference. Other interim contacts will be made via phone, email, visits, mail, fax, or other appropriate methods.
- **Objectives and Methods of Study:** The overall objective is to enable the student to keep pace with the course of studies appropriate for her or his grade level and ability. All course objectives will be consistent with established district guidelines. Students are expected to use the Waldorf inspired curriculum provided by Coastal Grove Charter School. Supplemental materials can be integrated into the curriculum. Assignments/Learning Records are part of this agreement and will include additional descriptions of the major objectives and activities of the course of study covered by the agreement and the methods for evaluation of student work. Student work involves the following subjects: Language Arts, Mathematics, Science, Social Studies, Physical Education, Art, Music, and Drama.
- **School Services and Resources:** Coastal Grove Charter School will provide the services of an Education Coordinator, parent-teacher training, field trips, festivals, Oak Meadow curriculum, and supplementary supplies. Materials that are not consumable are to be returned at the end of the year or when a student exits the program. Small group instruction, including specialty classes, are offered as an optional service. Students must be developmentally ready for class participation in order to attend, including being socially, academically, and behaviorally ready for group activities.
- **Time Between Meetings:** According to the district policy, the maximum length of time between meetings to evaluate student progress is twenty one days. Parents and/or Education Coordinator may schedule meetings more frequently. It is required to attend the monthly meeting. Missed or frequently rescheduled meetings will lead to a truancy meeting.
- **Missed Assignments:** If student and parent fail to complete and submit work samples and necessary documentation and/or misses 3 meetings, Coastal Grove Charter School will conduct an evaluation to determine whether it is in the student's best interest to remain in the home-based instruction program. Evaluation findings shall be maintained in the student's permanent record. Work samples and detailed logs must be submitted for each learning period in order for the student to receive school credit. If documentation is not submitted on time, the school must pursue the truancy process.
- **Agreement Duration:** The duration of the agreement is specified above. Agreements are valid for no longer than one-half of the school year. Coastal Grove Charter School may choose a shorter duration as appropriate for individual students.
- **Measures of Academic Accomplishment:** Evaluation of student progress will be based upon ongoing parent-teacher assessment at the site of instruction, conferences with Coastal Grove Charter School Education Coordinator and other assessment measures as specified in the Assignment/Learning Record. Measures of student progress may include demonstration of mastered skills, completed work, written and oral tests and reports, oral presentations, and other activities as recommended by the Education Coordinator. Coastal Grove Charter School participates in all state mandated testing.

- **Optional Educational Alternative:** Coastal Grove Charter School home-based independent study program is an optional educational alternative. No student shall be required to participate in Coastal Grove Charter School home-based independent study program.

Student Understandings:

- I must follow the rules, standards, and behavior guidelines of Coastal Grove Charter School.
- My parent-teacher will supervise me in daily instruction.
- I will complete the minimum number of hours of weekly course work and assigned learning activities as explained by my parent-teacher and Education Coordinator.
- I will keep my appointments and submit work on time.

Parent/Guardian Understandings:

- I agree to the conditions listed above under “Student Understandings” and the other provisions of this agreement.
- Coastal Grove Charter School’s home-based independent study program is designed so that I, the parent-teacher, provide primary instruction and supervision for my child throughout the duration of this agreement. Supervision means physically present to provide instruction and oversight.
- Tutoring services must be subject specific and not exceed two hours per day. I understand that my child may not be enrolled in two schools concurrently, including other public, private, or preschools. _____ *initial*
- The minimum number of hours of quality educational time to be delivered each instructional week: Kindergarten—17 hours; Grades 1-3—24 hours and grades 4 and above—25 hours.
- On-site classes are optional and contingent on student readiness, including social, academic, and behavior appropriateness.
- I agree to communicate promptly, professionally, and respectfully with the school, beginning with the Education Coordinator.
- I will keep all appointments with Coastal Grove Charter School Staff. I will come to appointments with my child and be prepared with supporting records and student work to collaborate in evaluating my child’s academic progress as well as establishing learning objectives for the next learning period.
- Required documentation is due to my Education Coordinator promptly at the end of each learning period. I understand that students will not receive credit for schooling unless work samples, attendance logs, and detailed logs are submitted by deadline. I understand that in the event that documentation is not submitted on time, the school must follow the truancy process as required by law.
- I am liable for the cost of replacement or repair of willfully damaged or destroyed books and other school property that my child or I may use as part of the educational program.
- If my child has an Individualized Education Plan (IEP), the IEP must specifically provide for his or her enrollment in Coastal Grove Charter School’s home based independent study program. If it is determined that an IEP is necessary for a student during enrollment in the program, it must be stated in the IEP that independent study is an appropriate placement for the child.
- Coastal Grove Charter School best functions on the collaboration between the parent-teacher and the Education Coordinator. However, the State of California mandates that the Education Coordinator retain the basic professional responsibility as the Coastal Grove Charter School’s representative for gauging educational progress and the satisfaction of the provisions of this agreement.
- I have read the Instructional Funds Policy and agree to the terms within.

****Curriculum expectations will vary for site-based independent study contracts.***

We have read both sides of this agreement and hereby agree to all its conditions.

Student _____ Date _____

Parent/Guardian _____ Date _____

Education Coordinator _____ Date _____

Administrator _____ Date _____