

Innovations Academy

Independent Study Reference Guide

Parent Responsibilities

1. **Bring your child to Innovations Academy** on the days that you have signed up for:
HLC: Tuesdays and Thursdays
3 Day: Tuesdays, Wednesdays, Thursdays
 2. **Oversee** your child's day-to-day learning.
 3. Attend an **Initial Family Meeting** with your child's teacher/facilitator on or before September 30th to create a Learning Plan for the year.
 4. Attend a **Family Learning Meeting** every 4-8 weeks based on agreements made between your family and your facilitator/teacher. Mark your calendar with your meeting date. Please notify your facilitator ASAP if you need to reschedule. Failure to attend scheduled meetings consistently may result in withdrawal from the program. Bring to the meeting: Calendar of Learning, P.E. log and work samples.
 5. Submit a **Calendar of Learning** every 4 weeks to your child's teacher/facilitator.
 6. Submit a **Physical Education (P.E.) Log** every 4 weeks to your child's teacher/facilitator. Students in grades K-6 must log 200 minutes every 10 days (approximately 400 minutes/month). Students in grades 7-8 must log 400 minutes every 10 days (approximately 800 minutes/month).
 7. Submit **Work Samples** from each subject area (and based on your family Learning Plan) to your Family Learning Meeting. Work samples should be authentic examples of the learning your child is doing and show growth over the course of the year. They may take the form of (but are not limited to) writing samples, worksheets showing a skill your child is working on, photographs of a project, drawings/illustrations of concepts being learned, multi-media presentations of learning, etc. Students must write their name and date on each work sample (as appropriate per skill level of the child).
- If fewer than 80% of the assignments given during the 40 day prescribed learning period are not submitted the following actions will take place:
- First occurrence: documented conference with the Independent Study Teacher, parent/legal guardian and student to discuss concerns and plan for improvement.
 - Second occurrence: letter of warning from Program Director.
 - Third occurrence: possible dismissal from the charter school.
8. **Communicate** often with your child's teacher/facilitator. Refer to their classroom blog for information about classroom activity.

Coordinating Teacher/Facilitator Responsibilities

1. **Hold an Initial Family Meeting** in September to review all Independent Study policies and develop the student's Learning Plan. Collaborate with parent and student to determine assignments/learning outcomes.
2. **Provide weekly blog updates** about classroom activities.
3. **Provide regular feedback** to families regarding student learning.
4. **Respond to all parent communication** within 24 hours.
5. **Submit all IS paperwork** to their coordinator on time.
6. **Be supportive of home learning** and individual student's learning styles as well as parent concerns.
7. **Keep your IS coordinator informed** of concerns as they arise so they can be addressed immediately with parents.

Student Responsibilities

1. **Attend Innovations Academy** on the days you have signed up for.
2. **Help develop your Learning Plan** with your parents and teacher/facilitator.
3. **Help gather work samples** that show the learning you have been doing. Write your name and date on the sample if you can.
4. **Attend the Initial Meeting and Family Learning Meetings** and participate by sharing about the learning you have been doing.
5. **Let your parents and teacher/facilitator know** if you have a concern about something right away.

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I have read and understand the policies and procedures outlined in the Innovations Academy Independent Study Reference Guide. By signing this page, I agree to the terms of the Independent Study Program at Innovations Academy. I also understand that I can request a meeting with a teacher/facilitator/family at any time to discuss the program.

(parent signature)

(date)

(student signature)

(date)

(coordinating teacher/facilitator signature)

(date)