

Work Sample Policy

Clarksville Charter School

Adopted: 03/05/20
Revised: 09/12/24, v3

Clarksville Charter School offers independent study to meet the needs of pupils enrolled in the charter school; and as such, teachers must collect work samples from students to ensure that all students meet the State student academic achievement standards. This policy ensures that student work samples contain the information necessary to ensure the student's learning success.

The purpose of the Clarksville Charter School Board approving this Work Sample Policy is to accomplish the following:

1. Provide an overview of the Work Sample Policy
 2. Explain the procedures for preparing an acceptable work sample
 3. Identify criteria for an acceptable work
1. **Overview:** As an independent study program, Clarksville Charter School is required to collect work samples from each of its students as a condition of apportionment. Work samples allow the student's supervising teacher to determine the time value of the completed student work. Work samples are turned in to the student's supervising teacher in accordance with the student's Master Agreement and Independent Study Policy.
 2. **Procedures:** Work samples are due on the 10th day of the learning period. If samples are rejected, the family must submit a new sample in a timely manner. Failure to provide work samples will lead to non-compliance. Samples can be submitted to the teacher either in person or electronically.

TK-8th Grade Work Samples:

While the family and HST review a full body of work at each Learning Record Meeting, the HST only collects one work sample per Learning Period (LP). There are eight LPs per year, so by the end of the school year, two samples from each of the four main subject areas will be collected: one for each subject, each semester.

High School Work Samples:

Students will share a full body of work with their HST during Learning Record Meetings. High school students must provide a sample from each active course on the student's Master Agreement for every Learning Period.

3. **Work Sample Criteria:**
 - a. **Content:**

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- i. Samples must be original student work and demonstrate the student's learning and abilities in the student's own words.
- ii. High school samples should reflect assignments at the appropriate grade level for students pursuing a High School Diploma.
- iii. The work should be neat and easy to read, including scanned copies.
- iv. Samples must be from a non-sectarian (non-religious) source. Samples from sectarian publishers are strictly prohibited, even if the content itself is non-religious

b. Name and Date:

- i. Each **sample** must include the student's first and last name and full date at the top

c. Whiteout & Redactions:

- i. There must not be any whiteouts, boxes, or redactions near the student's name or date.
- ii. Whiteout is permissible within the body of the sample for corrections, but other redactions such as boxes or markings are not allowed to cover up any part of the sample.

d. Inclusion of Questions and Answers:

- i. Tests, quizzes, and math assignments must include both questions and answers.

e. Activity Logs:

- i. Activity Logs should only be used when necessary to show the amount of time a student spent doing an activity when another demonstration of learning is not possible.
 1. Acceptable subjects include electives like PE, Music (non-ag), Community Service, Work Experience, & Driver's Training in which students learn mostly through practice and experience
- ii. Activity logs should span several dates within the correct learning period. They should not contain any dates that fall after the learning period has ended.

f. Photo Work Samples:

- i. Photo work samples must include a reflection of the learning in the student's own words.

- g. Not Permitted:** Audio and video uploads, pay stubs, and links to other documents are not permitted