Work Sample Policy

Lake View 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 Lake View Charter School Governing Board approving this Work Sample Policy is to accomplish the following:

1. Provide an overview for the Work Sample Policy
2. Explain the procedures for preparing ~~requirements of~~ an acceptable work sample
3. Identify criteria for acceptable ~~Non-Compliant~~ work samples

1. **Overview:** As an independent study program, Lake View 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~~ Students (or the parent if a student is unable) must include ~~contain~~ the following information at the top of each sample:

● Student's First Name and Last Name (nicknames or preferred names are acceptable ~~okay~~)
● Date that the work was completed, including the year. ~~The work sample must be the student's original work. If anything gets changed on the original work sample, the student must initial such changes. All initialed changes mean that the student made the changes, not the parent/guardian/caretaker or teacher.~~

The supervising teacher must verify the work sample includes ~~by including~~ the following:

● ~~Homeschool teacher's name~~
● Student's full name as found in Pathways (if a nickname or preferred name is used, the teacher should write the student's full name in red and use quotation marks to indicate the nickname/preferred name).
● Date the student completed the sample
● Student's grade level (TK-8) and course name (all students ~~must match the Master Agreement~~)

- ~~Date the teacher reviewed the material~~
- ~~HST grade~~ A parent or teacher evaluation mark (TK-5) or grade (6-12)

3. **Acceptable Work Sample Criteria:**

- Samples must be original student work and non-sectarian (non-religious). Samples from a sectarian publisher are not allowed, even if the sample itself is non-religious in nature.
- All work must be neat and easy to read, including scanned copies.
- Samples must be a good representation of the student's abilities and must be in the student's own words.
- Photo work samples must include a reflection of the learning in the student's own words.
- Samples such as tests, quizzes, and math assignments, must include both questions and answers.
- The student's first and last name and the full date, dated within the correct learning period, must be clearly written at the top of each sample (by the student if they are able).
- Handwritten samples must have a handwritten name and date.
- Whiteout must not be used in the header of the work sample to correct the student's name or date.

- ~~Original or scanned PDF version~~
- ~~Demonstrates neat and organized work~~
- ~~Demonstrates a good reflection of your child's learning and abilities~~
- ~~Includes student's name and date in the top right-hand corner~~
- ~~The sample needs to be completed and dated within the collection Learning Period~~
- ~~Must be non-sectarian (non-religious)~~
- ~~Photographs must include a summary from the student's perspective~~
- ~~Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them~~

4. ~~**Non-Compliant Work Samples Include:**~~

- ~~Scanned documents that are difficult to read or are very light~~
- ~~A scanned or printed document of a certificate of completion or report from an online learning platform~~
- ~~Samples completed and dated not within the Learning Period~~
- ~~A photograph which does not include the student's summary of the project/concept~~
- ~~Incomplete worksheets or work~~