

Independent Study 2019-20

May-July:

Marketing Strategy, with our consultant:

- Finish development of print:
 - Brochures for each College and Career strand—each Supervising Teacher will have an emphasis which includes electives, college and career pathways. Current pathways: Public Health, Education, Finance and Medicine.
 - One-page handout for the whole North Campus Center.
- Advertise and reach out to communities:
 - Neighborhood Councils-See attachment:
<https://www.csun.edu/sites/default/files/NCouncilsRoster.pdf>
 - Daily News
 - Social Media Sites
 - Friends of ECR
 - LAUSD schools
 - Neighborhood newspapers
- Prepare for Grand opening, to include but not limited to:
 - ECR board members
 - LAUSD board members
 - Local Politicians
 - West Valley Neighborhood Council
 - Local Colleges and Career programs—West Valley, Pierce, CSUN
 - ECR community
 - Daily News/LA Times

July-August 2019:

Enrollment Process: we currently have 125 students committed to the Independent Study Program (ISP) for the 2019-20 school year. This number is expected to grow over the summer and throughout the school year.

Students may enroll in the ISP through either an ECR counselor referral or self-select. Both processes include the following:

- Conference with coordinator or administrator:

The intake conference communicates in detail the student, family and school commitment to this non-traditional approach to education. All parties involved must agree that the ISP is the best approach to education for the student. The legal requirements are also covered.

- Master Agreement and guidelines for ISP-see attachment for example of Master Agreement and educational codes. This document is required for all students enrolling in ISP in the state of California.
- Skills assessment - MAP.
- Computer Tablet check out.
- Assignment of online curriculum – start date: first day of school.
- Introduction of College and Career Pathways offered.
- Canvas instruction if needed.

Materials and Resources:

Order: Instructional materials, curriculum, tablets, clerical supplies, science lab materials.

Hire: Staff to include 5 teachers to start (expand as enrollment increases), Campus Safety Officer (CSO) and custodial staff.

Move: Prepare and move all ISP compliance paperwork instructional materials at present location in Main Campus to North Campus.

Teaching Staff: Set up classrooms with all necessary paperwork and learning materials. Provide professional development as needed for Canvas.

Clerical: Set up admission process, resource room for staff, compliance room for required IS paperwork, MAP assessment.

August 2019:

- Host public opening, to include (but not limited to):
 - ECR board members
 - LAUSD board members
 - Local Politicians
 - West Valley community members
 - Local Colleges and Career programs—West Valley, Pierce, CSUN
 - ECR community
 - Daily News/ LA Times
- Host Parent events:
 - Aeries training
 - College presentation with emphasis on A-G classes
 - Concurrent Dual community college enrollment opportunities
 - Career pathways available

Opening of School:

Spreadsheet includes student class schedule.

Student and Teacher tasks as students come to their weekly appointment:

- Student ID's
- Demonstration of student's Canvas proficiency to access curriculum and lessons
- Monthly calendar of ECR events, college counselor dates, and career speakers
- Individual attendance and learning plan
- Assignment of additional support during the week as needed



***EL CAMINO REAL CHARTER HIGH SCHOOL
MASTER AGREEMENT FOR INDEPENDENT STUDY***

SCOTT SILVERSTEIN
Board Chairp

DAVID HUSSEY
Executive Director

Student Name: _____ Student Number: _____ Grade: _____
Address: _____ Age: _____ DOB: _____
City: _____ Zip: _____ Home Phone or Student's Cell: _____
Father's Name: _____ Mother's Name: _____
Father's Cell: _____ Mother's Cell: _____
Email: _____ Email: _____
Student's email: _____
Duration of Agreement: School Year: _____ Entry Date: _____ Exit Date: _____

VOLUNTARY STATEMENT:

Independent Study is an optional educational alternative in which no pupil may be required to participate and that students voluntarily select, including expelled students (Educational Code 48915). In the case of a pupil who is referred, instruction may be provided through Independent Study only if the pupil is offered the alternative of classroom instruction. All students who choose Independent Study must have the continuing option of returning to the classroom.

EQUITABLE PROVISIONS OF RESOURCES AND SERVICES:

El Camino Real Charter High School will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms on which they are available to all. Assignments and specific resources will be designated on the Assignment Sheet and Attendance Record incorporated herein.

REPORTING: Students are required to report to their teacher as follows for submitting work, reporting and assessing progress:

Manner of Reporting: ☐ One on One ☐ Small Group ☐ Email ☐ Fax ☐ Other: _____

Time: _____

Frequency: Weekly,

Place of Meeting: ECR Classroom #4:

ASSIGNMENTS:

Policy requires no more than 20 school days to lapse between each Student/Teacher meeting. All work assigned in relation to this Independent Study Agreement are detailed in the Student Attendance and Assignment Sheet at the beginning of each Learning period and shall be turned in to the Supervising Teacher. Learning Periods are:

METHOD of STUDY:

Specific methods of study will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of methods of study for the student will include but are not limited to:

<input type="checkbox"/> Independent Reading	<input type="checkbox"/> Textbook Activities	<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Study Projects
<input type="checkbox"/> Drill and Practice	<input type="checkbox"/> Experiential Learning	<input type="checkbox"/> Computerized Curriculum	<input type="checkbox"/> Field Trips
<input type="checkbox"/> Web/Internet Research	<input type="checkbox"/> Library Research	<input type="checkbox"/> Learning Center Courses	

Other: _____.

METHOD OF EVALUATION:

Academic evaluations will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of acceptable methods of evaluation include but are not limited to:

<input type="checkbox"/> Teacher-made tests	<input type="checkbox"/> Student Conferences	<input type="checkbox"/> Observations	<input type="checkbox"/> Labs
<input type="checkbox"/> Chapter/Unit Exams	<input type="checkbox"/> Progress / Report Cards	<input type="checkbox"/> Work Samples	<input type="checkbox"/> Portfolios
<input type="checkbox"/> State Standardized Testing	<input type="checkbox"/> Smarter Balance Exams	<input type="checkbox"/> Learning Journals	<input type="checkbox"/> Finals

Other: _____

***EL CAMINO REAL CHARTER HIGH SCHOOL
MASTER AGREEMENT FOR INDEPENDENT STUDY***

BOARD POLICIES:

- (A) For pupils in all grades offered by El Camino Real Charter, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be 20 school days (Education Code 51747).
- (B) When any pupil fails to complete ten assignments during any period of 20 days, the Principal or his or her designee shall 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 any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school (Education Code 51747).
- (C) If circumstances justify a longer period of time than 20 school days, the principal or designee may authorize an extension.

OBJECTIVES:

The student will complete the courses listed below. All course objectives will be consistent with El Camino Real Charter School’s board policy and are consistent with El Camino Real’s school standards, as outlined in the charter course description. Assignment Sheets and Attendance Records will include additional descriptions of the major objectives and activities of the courses of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein.

COURSE CREDIT TO BE EARNED UPON COMPLETION:

Subjects/Courses:		Credits:	Subject/Courses:		Credits:
(1) _____	_____	<u>5</u>	(4) _____	_____	<u>5</u>
(2) _____	_____	<u>5</u>	(5) _____	_____	<u>5</u>
(3) _____	_____	<u>5</u>	(6) _____	_____	<u>5</u>

Additional Classes: If the student satisfactory completes any of the above Subjects/Courses before the ending date of the agreement, one of more Subject/Courses may be added to the agreement if the agreement is resigned and re-dated by the teacher and the student.

Subject/Courses to be added or dropped:

ADD/DROP	COURSE/ SUBJECT	CREDIT	SUPERVISING TEACHER SIGNATURE:	Date:	SUBJECT TEACHER SGNATURE:	Date:	STUDENT SIGNATURE:
ADD/DROP							
ADD/DROP							
ADD/DROP							
ADD/DROP							
ADD/DROP							
ADD/DROP							
ADD/DROP							
ADD/DROP							
ADD/DROP							
ADD/DROP							

SIGNATURES AND DATES:

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

Student: _____ **Date:** _____

Parent/ Guardian/Caregiver: _____ **Date:** _____

Administrator: _____ **Date:** _____

Supervising Teacher: _____ **Date:** _____

English Teacher: _____ **Date:** _____

Mathematics Teacher: _____ **Date:** _____

Science Teacher: _____ **Date:** _____

Social Studies: _____ **Date:** _____

Other Person Who Has Direct Responsibility for Providing Assistance to the Student:

_____ **Date:** _____

Other Person Who Has Direct Responsibility for Providing Assistance to the Student:

_____ **Date:** _____



North Campus 2019-20 200 hundred students

5 Supervising Teachers with a caseload of 35 students, 1 teacher/coordinator with a caseload of 25

CR= Classroom, ST = supervising teacher assigned to students

Over all student numbers

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1: 8:00-9:00	8 students	8 students	Common Planning Day	8 students	8 students
Period 2: 9:00-10:00	8 students	8 students	8 students	8 students	8 students
Nutrition break Staff					
Period 3: 10:20-11:20	8 students	8 students	8 students	8 students	8 students
Period 4: 11:20-12:20	8 students	12 students	8 students	8 students	8 students
Lunch break for staff					
Conference/workshops 1:00-2:00	Up to 35	Up to 35	6 students Make up day for up to 42 students, 7 per teacher	Up to 35	Up to 35
Period 6: 2:00-3:15	8 students	8 students	8 students	8 students	8 students
Total per day:	75	79	80	75	75

Student numbers in each classroom, CR, with Supervising Teacher, ST

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1: 8:00-9:00	8 students total: CR 1, ST 1 2 students CR 2, ST 2 2 students CR 3, ST 3 1 students CR 4, ST 4 1 students CR 5, ST 5 1 students Office Cub/ Coord. 1	8 students CR 1, ST 1 2 students CR 2, ST 2 2 students CR 3, ST 3 1 students CR 4, ST 4 1 students CR 5, ST 5 1 students Office Cub/ Coord. 1	Common Planning Day	8 students CR 1, ST 1 2 students CR 2, ST 2 2 students CR 3, ST 3 1 students CR 4, ST 4 1 students CR 5, ST 5 1 students Office Cub/ Coord. 1	8 students CR 1, ST 1 2 students CR 2, ST 2 2 students CR 3, ST 3 1 students CR 4, ST 4 1 students CR 5, ST 5 1 students Office Cub/ Coord. 1
Period 2: 9:00-10:00	8 students total: CR 1, ST 1 1 students CR 2, ST 2 2 students CR 3, ST 3 2 students CR 4, ST 4 1 students CR 5, ST 5 1 students	8 students total: CR 1, ST 1 1 students CR 2, ST 2 2 students CR 3, ST 3 2 students CR 4, ST 4 1 students CR 5, ST 5 1 students	8 students total: CR 1, ST 1 1 students CR 2, ST 2 2 students CR 3, ST 3 2 students CR 4, ST 4 1 students CR 5, ST 5 1 students	8 students total: CR 1, ST 1 1 students CR 2, ST 2 2 students CR 3, ST 3 2 students CR 4, ST 4 1 students CR 5, ST 5 1 students	8 students total: CR 1, ST 1 1 students CR 2, ST 2 2 students CR 3, ST 3 2 students CR 4, ST 4 1 students CR 5, ST 5 1 students

	Office Cub/ Coord. 1	Office Cub/ Coord. 1	Office Cub/ Coord. 1	Office Cub/ Coord. 1	Office Cub/ Coord. 1
Nutrition break Staff					
Period 3: 10:20-11:20	8 students total: CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 2 students CR 4, ST 4 2 students CR 5, ST 5 1 students Office Cub/ Coord. 1	8 students total: CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 2 students CR 4, ST 4 2 students CR 5, ST 5 1 students Office Cub/ Coord. 1	8 students total: CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 2 students CR 4, ST 4 2 students CR 5, ST 5 1 students Office Cub/ Coord. 1	8 students total: CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 2 students CR 4, ST 4 2 students CR 5, ST 5 1 students Office Cub/ Coord.1	8 students total: CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 2 students CR 4, ST 4 2 students CR 5, ST 5 1 students Office Cub/ Coord. 1
Period 4: 11:20-12:20	8 students total: CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 1 students CR 4, ST 4 2 students CR 5, ST 5 2 students Office Cub/ Coord. 1	12 students total: CR 1, ST 1 1 students CR 2, ST 2 3 students CR 3, ST 3 3 students CR 4, ST 4 2 students CR 5, ST 5 2 students Office Cub/ Coord. 1	9 students total CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 2 students CR 4, ST 4 2 students CR 5, ST 5 2 students Office Cub/ Coord. 1	8 students total: CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 1 students CR 4, ST 4 2 students CR 5, ST 5 2 students Office Cub/ Coord. 1	8 students total: CR 1, ST 1 1 students CR 2, ST 2 1 students CR 3, ST 3 1 students CR 4, ST 4 2 students CR 5, ST 5 2 students Office Cub/ Coord. 1
Lunch break for staff					
Conference/workshops 1:00-2:00	Up to 35	Up to 35	CR 1, ST 1 1-8 students CR 2, ST 2 1-8 students CR 3, ST 2 1-8 students CR 4, ST 4 1-8 students CR 5, ST 5 1-8 students Office Cub/ Coord. 1-7 Makeup day for missed appointments up to 47 students, 7-8 per teacher	Up to 35	Up to 35
Period 6: 2:00-3:15	8 students total: CR 1, ST 1 2 students CR 2, ST 2 1 students CR 3, ST 3 1 students CR 4, ST 4 1 students CR 5, ST 5 2 students Office Cub/ Coord. 1	8 students total: CR 1, ST 1 2 students CR 2, ST 2 1 students CR 3, ST 3 1 students CR 4, ST 4 1 students CR 5, ST 5 2 students Office Cub/ Coord. 1	9 students total: CR 1, ST 1 2 students CR 2, ST 2 1 students CR 3, ST 3 2 students CR 4, ST 4 1 students CR 5, ST 5 2 students Office Cub/ Coord. 1	8 students total: CR 1, ST 1 2 students CR 2, ST 2 1 students CR 3, ST 3 1 students CR 4, ST 4 1 students CR 5, ST 5 2 students Office Cub/ Coord. 1	8 students total: CR 1, ST 1 2 students CR 2, ST 2 1 students CR 3, ST 3 1 students CR 4, ST 4 1 students CR 5, ST 5 2 students Office Cub/ Coord. 1
Total per day:	75	79	80	75	75