



**INLAND LEADERS
CHARTER SCHOOL**

**Independent Study
Program**

HANDBOOK

Independent Study Handbook

Motto:

“Beyond the limits at home”

Mission Statement:

Inland Leaders Independent Study is committed to providing a challenging, sound education for a 21st century learner, within the flexibility of the home environment.

The ILCS Independent Study program is dedicated to:

- Providing a structured learning environment
- Maintaining the same high expectation as in the site based program
- Incorporating rigorous activities and lessons in character training
- Creating partnerships with family, site based program, and the community

Welcome

Inland Leaders Independent Study welcomes your family to our school. ILCS is a school based on the belief that families are their child’s first and most important teacher, and we look forward to working, learning, and teaching with you. We deeply value the commitment you have made to partner with our unique program and be a part of the ILCS family!

Handbook Use and Purpose

This handbook is created to bring understanding and clarity to our unique program at ILCS. You will find our school’s policies and procedures including enrollment, curriculum, classroom involvement, and site based programs. We hope this will serve as a useful reference to you.

What is Independent Study?

Independent Study at ILCS is an option for families that want the rigor and innovation in education that Inland Leaders offers, but the flexibility of being at home. You can be sure that by participating in our program, your student will meet all the requirements set by the state in curriculum standards, lesson plans, attendance, and testing while being overseen by a California credentialed teacher.

Definition of Independent Study by the State’s Department of Education

“Independent study (California Education Code [EC] sections 51745–51749.3) is provided as an alternative instructional strategy, not an alternative curriculum. Independent study students work independently, according to a written agreement and under the general supervision of a credentialed teacher or teachers. While independent study students follow the district-adopted curriculum and meet the district graduation requirements, independent study offers flexibility to meet individual student needs, interests, and styles of learning.”

Will my child be as successful as the classroom students?

The answer to this question is entirely up to the effort that you put in as your student's everyday teacher. They are looking to you for guidance. No student, in the K-8 grade levels, is 100% self-sufficient. Teachers work very hard in the classroom to make sure their students understand the material and master it. That is what it takes in Independent Study as well. You have a great opportunity to explore how your child learns best and cater to those needs. Your IST (Independent Study Teacher) will be there to guide and advise you as well. You are not doing this alone. It is very "do-able", but will take effort and discipline.

Enrollment

State law requires that charter schools be open to students in the sponsoring district and adjacent districts. Inland Leaders requires no assessment as a prerequisite to enter into our program. We do not discriminate on the basis of ethnicity, gender, or disability. We are a free program that is state funded, and enrollment is based on completing the admission process through the site based school.

Parents must complete an enrollment packet providing birth certificate, proof of immunization, and current utility bill for proof of residency.

Once enrollment is processed, each independent study student will be assigned to an Independent Study Teacher (IST). The IST will assist the family in completing a yearly contract, acknowledgement of responsibilities form, and reviewing policies and procedures for bi-weekly meetings.

Please note: A student can NOT be dual enrolled in two schools. Your child cannot simultaneously be enrolled in independent study through ILCS and attend/enrolled in another school. This is against California Education Codes.

Curriculum

Independent Study uses curriculum and materials based on California's Common Core Standards. Our curriculum is handpicked by credentialed teachers to ensure that it fulfills the state standards, but is also conducive to the independent study model.

***Math:** Pearson Envision 2.0 (grades K-8)

***Social Studies:** Houghton Mifflin (grades 1-6), Odysseyware Online (grades 7-8)

***Science:** Harcourt CA Science (grades 1-6), Odysseyware Online (grades 7-8)

***Language Arts:** Houghton Mifflin Harcourt Journeys Common Core (grades 1-6)
Houghton Mifflin Harcourt Collections (grades 7-8)
Sing, Spell, Read and Write Level 1 (Kinder only)

*In addition to curriculum, the lesson plans will include projects and supplemental activities that are outside of standard textbooks. For example, community service, science, or history projects.

**Parents will be given Teacher's Editions in order to teach the lessons and correct work. All work should be corrected on a weekly basis. This will allow the parent and the student to evaluate student progress and determine if there are any academic holes developing.

Community Service

Community service is part of the expectation for every student that attends ILCS. Each student will need to complete the minimum amount of hours below for their grade level. Students will present their community service project to their teacher at the end of the school year. Check with your teacher regarding the projects and have fun serving!

Community service hours:

Kindergarten – 2nd grades = 6 – 8 hours

3rd – 4th grades = 8 hours

5th-6th grades = 10 hours

7th-8th grades = 15 hours

Meetings

Every family will meet their assigned IST every **THREE** weeks. Parent and IST will agree upon a day and time that will be set for the rest of the school year. The IST is there to support the parents and give advice and ideas of how to make independent study work best for the student.

What does a typical appointment look like?

- Students are required to bring all finished work to every meeting for the IST to look through and discuss.
- Discussion will take place on what is working or not working, and how things can be adapted to work better.
- New lesson plans are given.
- Occasionally there will be assessments during meetings to keep the IST informed on student progress.

Forms and Learning Logs

There are a few forms throughout the year documenting student learning and academic progress that are required to maintain enrollment. Your IST will instruct parents on filling out forms when necessary.

Required Attendance

- All parents and students are required to attend the biweekly meetings.
- All 3rd through 8th grade students are required to attend CAASPP testing on campus.
- All 5th and 7th grades are required to attend PE testing on campus.
- All 5th and 8th grades are required to attend CST Science testing on campus.
- Various grade are required a nurse visit, at the school office, to conduct hearing, vision, and scoliosis testing once a year.

Missing Assignment Reports

ILCS is a charter school, which means it is a school of choice. As a parent, you choose to enroll in our independent study program. As a program, we have an open enrollment policy. However, if your child receives three Missing Assignment Reports (MAR), he/she can be asked to attend a School Contract Accountability Team (SCAT) meeting to determine if ILCS Independent Study is proper academic placement for your child.

A Missing Assignment Report (MAR) can be given if:

- The student does not complete a minimum of 80% of all assignments given in the learning session.
- Repeated missing meetings and rescheduling.
- No call, no show to meetings.
- Not completing an entire subject in a two week period.

One MAR will result in a warning. Two MARs will result in a meeting with the IST and director. Three MAR's will result in SCAT meeting and possible removal from the school.

Electives

What makes Inland Leaders unique is our elective program. We provide a wide range of after school electives that are open to all ILCS students, both site based and independent study. These classes include tutoring, cooking, music, journalism, art, various sports, and many more. Classes offered vary from trimester to trimester and the cost varies from class to class. Some classes are offered for free, and the cost for other electives could be subsidized if your child qualifies for assistance. Independent Study students are not limited to the amount of electives they would like to take per trimester.

An email will be sent to every family in order to sign up for electives each trimester. After the sign up window closes, a list will be posted at both CSC and BSC with the names of the students enrolled in each class. If there is a high demand in an elective and there are not enough seats available, the students will be entered into a lottery system where names are drawn per elective.

Classroom Attendance

Being an independent study program that is part of a seat based school, takes our program to the next level. Independent study students are given the opportunity to take part of a classroom environment on a weekly basis. This is an optional privilege and is given on a first come, first serve basis. Consistent attendance is required to allow for classroom continuity. Student can lose these privileges if they are a disruption to the class or show inconsistent attendance.

Two independent study students are assigned per classroom. If there are more independent study students than classroom availability, the students will be chosen upon their enrollment date. Priority will be given to those that enrolled first.

Classroom Time Allowance

Kindergarten and 1st grade: Inland Leaders offers a great opportunity for all Kinder and 1st grade Independent Study students called Cub Squad. This is a class offered once a week for two and a half hours that includes academic instruction, as well as recess, craft and story time.

Since it can be challenging for young students to adjust and adapt to site based class' routines and centers that take place daily, students will be offered non-core academic opportunities to attend the school for socialization purposes. For example, students will have an opportunity to attend Spanish class and recess and PE times. Parents will work with the assigned classroom teacher to design appropriate blocks of time for students to attend during the week.

Classroom parties are culminating activities that take days and sometimes weeks to build up to, consequently, independent study students will not be allowed to participate in classroom parties. Instead, the independent study program will provide opportunities for students to participate in seasonal celebrations during Cub Squad (i.e. fall, winter, and spring time activities).

2nd-8th grades: Students are welcome to attend up to 5 hours a week in his or her assigned classroom **outside of the protected math or English blocks of time** (i.e. science, social studies, or leadership times). The classroom teacher will work with each student and their parent(s) to schedule the most appropriate blocks of time for students to attend. This can be split up through the week in various ways.

Field Trips

Field trips are a great way to make learning come alive. Field trip opportunities will be available with classroom students. Classroom field trips are set up through the classroom the student is assigned. However, if the field trip bus has reached maximum capacity, the independent study parent is responsible for transportation to the field trip. We ask that parents attend field trips with students when necessary. However, if the class reserved limited seating such as Theater type activities, the parents may not be able to participate if the occupancy has reached maximum capacity with students.

***For safety reasons, Kinder and First grade students may not ride on the bus for field trips. Parents must transport their child to the field trip destination and attend the field trip with their child. This policy is to ensure that all independent study children are safe and accounted for at all times.

Immunizations

According to SB 277, students attending the classroom are required to have their immunizations current. For those families choosing independent study, you are welcome to participate in our program if you do not have current immunizations. However, all classroom opportunities ie. classroom participation, field trips, after school electives will not be an option for attendance.

Priority in Lottery

Students that complete an entire year of independent study with ILCS will have sibling status according to the district you reside for the following year. Parents must sign their child up in the lottery in January/February in order use this priority. Siblings of the independent student will not be granted a "sibling(s)" preference until they are formally enrolled in the seat-based program.

Supplies

Most independent study parent wants to know what supplies they should have at home to successfully teach their child. With experience, your supply lists will grow. Some ideas that will help you get started are traditional supplies like construction paper, pencils, glue, stapler, lined paper, ruler, index cards, notebooks, crayons, markers, timer etc.

Try to find an area that is quiet and consistent. This will allow your child to focus and develop a routine. If you have an area where you can hang visual aids, this is always great. Consistency is key in creating a learning environment both in the classroom and at home. Develop a daily routine by creating areas to turn completed work in and an area where the student knows to find his or her daily lesson. A timer is always helpful to help your child stay on task and complete lessons in a timely fashion, however this is not required. Your IST is there to help with management ideas to keep your child focused, engaged, and organized.

Contact

Inland Leaders provides many opportunities for your independent study student, that often questions/concerns arise. Here is a list of who to contact in any given situation:

- Contact your IST for all curriculum questions/concerns, student progress, meetings, testing, etc.
- Contact your classroom teacher via email for any classroom questions/concerns, (ie. Classroom field trips, classroom times, extended days, etc.)
- Contact the main office at CSC for questions about electives, times for school activities, enrollment, etc.

Dear Parents/ Guardians,

Email communication is the primary form of communication that we use here at ILCS. We use a school wide communication program called **ParentSquare**.

ParentSquare is a two-way private communication platform for TK-12 schools. It provides a safe way for administrators, teachers, staff, groups and parents to connect and effectively communicate. With ParentSquare you will be able to:

- Receive all school and classroom communication via email, text or mobile app
- Share and download photos
- View the grade level and the school calendar online
- *Easily* sign up to volunteer and/or bring items
- Access important resources and links online

All school, grade level and classroom information will be sent from one centralized place to your computer or mobile phone via email and/or text or you can download the FREE App!

Register for ParentSquare

During the summer you will receive an invitation email or text to join ParentSquare. Please click the link to activate your account and register. It takes only a minute. This is what you need to do:

- Create a password
- Click the box to agree to the terms
- Click Register

If you have any questions, please email Mrs. Ronica Hochreiter at:
rhochreiter@inlandleaders.com

Thank you,

Dr. Lisa Urrea
Principal, Bryant Street Campus (BSC)



INLAND LEADERS CHARTER SCHOOL

2018-2019 School Calendar

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

October 2018						
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28	29	30	31			

November 2018						
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25	26	27	28	29	30	

December 2018						
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23	24	25	26	27	28	29
30	31					

January 2019						
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		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
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24	△	26	27	28		





March 2019						
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24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
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26		28	29	30	31	

June 2019						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

-  School Closed
-  First and Last Day of School
-  Teacher work day (no school for students)
-  Report card conferences start

1st Trimester- August 10- November 03

2nd Trimester- November 4- Feb. 28

3rd Trimester- March 1- June 6

2nd session and elective dates to be determined

Acknowledgement of Responsibilities

Inland Leaders Charter School Acknowledgement of Responsibilities

Student Agreement/Responsibilities:

- I will complete all course work assigned to me in the periodic lesson plans by the due date.
- I will engage and participate in the scheduled meetings in a respectful and appropriate manner.
- I will organize my work for the ILCS Independent Study Teacher (IST) to see and discuss when we have meetings. My work portfolio, due every two weeks, will include the entire body of work I have completed during that learning period.

Parent/Legal Guardians Agreement:

- I am responsible for the daily monitoring/verification of all subjects studied. This includes but is not limited to the daily updating of the student attendance log.
- If I become aware of special or extenuating circumstances that will prohibit my student from turning in the assigned work by the due date, I will contact the Independent Study Teacher prior to the due-date to make alternative arrangements.
- I have the right to appeal any decision about my child's placement in accordance with the school's policies and procedures.
- I will engage and participate in the scheduled meetings in a respectful and appropriate manner. I am responsible for evaluation of daily work, notating the score at the top of each piece of work, and will ensure that my child understands the material before continuing to the next topic.
- I am liable for the cost of replacement or repair for willfully damaged, lost or destroyed books, software and other school property loaned to my child.
- I acknowledge that all non-consumable resources and materials are property of the school and all materials must be returned to the school upon notice of withdrawal.
- I understand that Independent Study is an optional educational alternative in which no pupil may be required to participate. By signing this agreement, I acknowledge this is a family choice. By choosing to enroll, I commit to all ILCS procedures and practices.
- I understand that I am responsible for disclosing any information that may affect my child's educational needs including but not limited to public or private Special Education services or evaluations, 504 plans and Student Study Team meetings, reports and recommendations. This is required prior to enrollment at ILCS. If full disclosure is not received, re-evaluation for best placement with possible withdrawal will occur.
- I am responsible to provide an environment which supports achievement including involvement in outside activities and positive use of extracurricular time.
- I understand that ILCS is a public school and as such fully participates in all required state and national testing such as STAR and PFT.
- I understand that ILCS uses benchmark assessments to support student achievement.

Acknowledgement of Responsibilities (continued)

Please read each statement and initial to confirm understanding:

- _____ I understand that if a meeting date is postponed, interim assignments and work are required.
- _____ I understand that the meeting dates and time should be changed rarely and only in case of an emergency.
- _____ I understand that a minimum of 80% of all assignments must be completed by student and be brought to each meeting or a filing of a Missing Assignment Report will result.
- _____ I understand that a missed or chronic meeting rescheduling will result in the filing of a Missing Assignment Report.
- _____ I understand that all students are expected to participate in all school and state testing.
- _____ I understand that my child is required to bring, in an organized manner, all assignments completed during that learning period to each meeting with the IST, or receive a Missing Assignment Report.

We, the undersigned, understand and voluntarily agree to the terms and conditions of this Independent Study agreement. Our signatures below indicate that we voluntarily participated in the establishment of these Agreements/Responsibilities and that we understand and accept our responsibilities in relation to this document.

Student: _____ Date: _____

Parent/Guardian _____ Date: _____

Supervising Teacher: _____ Date: _____

Director: _____ Date: _____

Independent Study Agreement

045
Inland

INLAND LEADERS CHARTER SCHOOL
ELEMENTARY SCHOOL INDEPENDENT STUDY AGREEMENT
(This agreement must be renewed every trimester for long term independent students)

STUDENT NAME _____ GRADE _____
 AVE _____ SEX _____ HOME PHONE _____ ADDRESS _____
 CITY _____ ZIP _____

STUDY CATEGORY
 Short term (Regular Class/Independent Study Combination)
 Long-term (Off-Campus Independent Study)

TYPE OF AGREEMENT
 Long-Term
 Short-Term
 Educational Travel
 Other _____

The school must provide the necessary resources needed for completion: materials and personnel (State adopted textbooks and supplementary materials and media)

No independent study agreement shall be valid for any period longer than one trimester.

LEARNING GOALS/OBJECTIVES

CREDIT

Days of Class Work Per Agreement	Days of Class Work Completed
_____	_____
Date Started	Date Completed

Assigned work must be turned in when the student returns. The required log of daily instruction must be completed as well and signed by the parent to certify the work was attempted each day of assigned independent study.

SCHEDULED STUDENT / TEACHER MEETING

Student/ Teacher /Parent Agree to Meet in Class According to the Following Schedule:
 Bi-weekly

TIME: _____ DAY: _____

EVALUATION GRADE: _____ (N.S.O)

- Assignment complete
- Demonstration of Skills
- Written Test
- Oral/Written Presentation
- Journal/Log/Diary
- Written Report
- Other _____

(scrapbook/photographs/samples, etc.)

AGREEMENT: WE HAVE READ THE TERMS OF THIS AGREEMENT AND AGREE TO ALL OF THE CONDITIONS

Signatures _____
 Student/date _____ Parent/Guardian/date _____ Teacher/date _____
 Director/date _____

CERTIFICATION: CREDIT: Days of Class Work Completed _____ Date Recorded: _____
 Director's Initials _____ Teacher's Initials _____

DISTRIBUTION: one each to student's Independent Study File Folder, student's teacher and the student/parent/guardian

NOTE: INDEPENDENT STUDY IS AN OPTIONAL EDUCATIONAL ALTERNATIVE IN WHICH NO STUDENT IS REQUIRED TO PARTICIPATE

All educational programs and activities are conducted without regard to race, color, creed, national origin, age, sex, sexual orientation in terms of non-discrimination or handicapping condition

Revised: 7-10

Sample Log



STUDENT LEARNING LOG AND ATTENDANCE SUMMARY

Student Name: John Doe Grade: 2 Teacher Name: Mrs. Phillips

Date: 8/19 Math: Lesson 2 Language Arts: Comp Plus Lesson 1 Other: Science-mammals	Date: 8/20 Math: Addition Practice Language Arts: Poem Review Other: PE - basketball	Date: 8/21 Math: Lesson 4 Language Arts: Spelling practice Other: social st. - Family	Date: 8/22 Math: Lesson 5 Language Arts: diary grammar Other: PE - swim	Date: 8/23 Math: Fractions Language Arts: Journal writing Other: science-mammal
Date: 8/26 Math: Lesson 7 Language Arts: Comp Plus Lesson 2 Other: social St. neighbors	Date: 8/27 Math: Lesson 8 Language Arts: Phonics Other: PE - scooter	Date: 8/28 Math: Lesson 9 Language Arts: grammar L2 Other: science-plants	Date: 8/29 (Extended Day) Math: subtraction facts Language Arts: Story: Two friends Other: PE - karate	Date: 8/30 Math: shape game Language Arts: Journal Other: science-Ch. 4
Date: 9/2 Math: School Closed	Date: 9/3 Math: Ch. 2 test Language Arts: Paragraph skills Other: PE - walking	Date: 9/4 Math: Next Session	Date: 9/5 Math: Next Session	Date: 9/5 Math: Next Session

In my professional judgement, the student has completed work that has the value of _____ days.

As the adult guardian responsible for the daily monitoring/verification of subjects studied, this log accurately documents daily work completed by this student.

Inland Empire Student Teacher Signature: _____ Date: _____
 (Note: Work value may not exceed the number of attendance days possible.)
 Parent Legal Guardian Signature: Cindy Doe * 9/14/13
 I, the student, have completed this work as documented.
 Student Signature: John Doe * 9/14/13