Trillium Charter School

1464 Spear Ave. Arcata, CA 95521 · (707) 8224721 · TRILLIUMCHARTER.ORG

Student:_____Birth Date_____Age:_____Grade:_____
Address:_____Phone:_____
City:_____State:_____Zip:_____
Parent/Guardian:_____
Duration of Agreement_____to_____

Welcome to Trillium Charter School's non-classroom based independent study program. We look forward to a productive learning collaboration for the duration of the agreement.

• **Reporting Student Progress:** A reporting of student progress shall be made to the Independent Study Teacher during regular office hours at least once per month. Student work samples will be submitted at each conference. Additionally, students will meet with the teacher at least three times per month for class and assessments. Other interim contacts will be made via phone, email, visits, mail, fax, or other appropriate methods. Trillium Charter School will report student progress each trimester on a report card.

• **Objectives and Methods of Study:** The overall objective is to enable the student to keep pace with the course of studies appropriate for her or his grade level and ability. All course objectives will be consistent with established district guidelines. Students are expected to use the curriculum options provided by Trillium Charter School. Supplemental materials can be integrated into the curriculum. Assignments/Learning Records are part of this agreement and will include additional descriptions of the major objectives and activities of the course of study covered by the agreement and the methods for evaluation of student work. Student work involves the following subjects: Language Arts, Mathematics, Science, Social Studies, and Physical Education.

• **School Services and Resources:** Trillium Charter School will provide the services of an Independent Study Teacher, parent-teacher training, field trips, curriculum, and supplementary supplies. Materials that are not consumable are to be returned at the end of the year or when a student exits the program. Optional on campus opportunities are described in the parent handbook.

• **Time Between Meetings:** According to the school policy, the maximum length of time between meetings to evaluate student progress is every 30 days. Additionally, the student will meet with the teacher three times per month. Parent/Guardian and/or the Independent Study Teacher may schedule meetings more frequently. Meetings will be held in person at Trillium Charter School or virtually. Parents can schedule meetings via phone or email.

• **Missed Assignments:** When any student fails to complete 60% of missed assignments during any period of 30 days or fails to make satisfactory progress on assessments, Trillium Charter School will conduct an evaluation to determine whether it is in the student's best interest to remain in the non-classroom based independent study program. Evaluation findings shall be maintained in the student's permanent record. Work samples and detailed logs must be submitted for each learning period in order for the student to receive school credit. If documentation is not submitted on time, the school must pursue the truancy process. A student may be referred to the site-based program at their District of Residence if evaluation findings determine that the non-classroom based independent study is not in the student's best interest.

• **Agreement Duration:** The duration of the agreement is specified above. Agreements are valid for no longer than one school year. Trillium Charter School may choose a shorter duration as appropriate for individual students.

• **Measures of Academic Accomplishment:** Evaluation of student progress will be based upon ongoing parent-teacher assessment at the site of instruction, conferences, and other assessment measures as specified in the Assignment/Learning Record. Measures of student progress may include demonstration of mastered skills, completed work, written and oral tests and reports, oral discussions, curriculum assessments and other activities as recommended by the Independent Study Teacher. Trillium Charter School participates in all state mandated testing.

• **Optional Educational Alternative:** Trillium Charter School's non-classroom based independent study program is an optional educational alternative. No student shall be required to participate in Trillium Charter School's non-classroom-based independent study program.

• **On campus classes:** Trillium Charter School's non-classroom based independent study program offers the option to come on campus for enrichment opportunities. Students must meet all state requirements including vaccination requirements. Unsafe behavior can prevent students from participating. Students are expected to follow school rules and norms as explained in the Parent Handbook. Families must agree to a specific weekly schedule. Drop-in enrichment is not available.

Parent/Guardian Understandings:

• Trillium Charter School's non-classroom independent study program is designed so that I, the parent-teacher, provide primary instruction and supervision for my child throughout the duration of this agreement. Supervision means physically present to provide instruction and oversight.

• **I read the parent handbook.**

• **The minimum number of hours of quality educational time to be delivered each instructional week: TK/Kindergarten—17 hours; Grades 1-3—24 hours and grades 4 and above—25 hours.**

• On-site classes are optional and contingent on student readiness, including social, academic, behavior appropriateness, and current immunizations..

• I agree to communicate promptly, professionally, and respectfully with the school, beginning with the Independent Study Teacher.

• I will keep all appointments with Trillium Charter School Staff. I will come to appointments with my child and be prepared with supporting records and student work to collaborate in evaluating my child's academic progress as well as establishing learning objectives for the next learning period.

• Required documentation is due to the Independent Study Teacher promptly at the end of each learning period. I understand that students will not receive credit for schooling unless work samples, attendance logs, and detailed logs are submitted by deadline. I understand that in the event that documentation is not submitted on time, the school must follow the truancy process as required by law.

• I am liable for the cost of replacement or repair of willfully damaged or destroyed books and other school property that my child or I may use as part of the educational program.

• If my child has an Individualized Education Plan (IEP), the IEP must specifically provide for his or her enrollment in Trillium Charter School's non-classroom based independent study program. If it is determined that an IEP is necessary for a student during enrollment in the program, it must be stated in the IEP that independent study is an appropriate placement for the child.

• Trillium Charter School best functions on the collaboration between the parent-teacher and the Independent Study Teacher. However, the State of California mandates that the Independent Study Teacher retain the basic professional responsibility as Trillium Charter School's representative for gauging educational progress and the satisfaction of the provisions of this agreement.

• I have read the Instructional Funds Policy and agree to the terms within.

We have read both sides of this agreement and hereby agree to all its conditions.

Student_____Date_____

Parent/Guardian_____Date_____

Education Coordinator_____Date_____

Administrator_____Date_____