

Tree of Life International Charter School
Independent Study Contract Policy and Procedures

Board Policy Adopted and Approved: 12/19/2017

Policy: Students are strongly encouraged to be in school everyday and families to align their vacations with school holidays only. In the event that a family chooses to schedule a vacation outside of the school holidays, an Independent Study Contract may be requested one week in advance of the absence. The standard ISC is granted for **2-20 days**, and the family must agree to complete and document evidence of completion of the required 3 hours (Grade TK/K) or 4 hrs (Grades 1 and above) of schoolwork per day. The contract may be extended beyond the 20 days if necessary upon approval by the school Principal.

If a family chooses to take their child out of school for more than 10 days for reason other than illness (with signed doctor verification) and does not agree to an independent study contract, the child will be dropped from the roll.

When an ISC is requested:

- 1) Teacher will fill out contract, develop daily work plan, and gather materials.
- 2) Teacher will meet with parent to go over expectations and contract. Sign and have parent sign.
- 3) Teacher will meet with Principal to review and approve. (May be done prior to parent meeting)
- 4) Make a copy of the contract for parents and teacher.
- 5) Original will be filed by secretary. It will be filed under Pending ISC.
- 6) Create an event/reminder in calendar set for the day they come back to school.
- 7) If longer than two weeks- Teacher must check in with Parent at the end of the first week to ask them to provide evidence that work is being completed. Discuss with parent at mtg and add that to agreement.

When student returns, the following must be completed within 48 hours:

- 1) Teacher will collect and review the work.
- 2) Teacher will get the original signed contract from secretary.
- 3) Teacher will sign off on hours completed on the backside of the contract.
- 4) Teacher will submit original signed contract back to secretary with 2 samples of student work completed (ie. copy of reading log, page of math)
- 5) Teacher will place all additional work completed in a file to save if requested