

Independent Study Program Handbook Supplement
(to accompany the Journey School Handbook)



Effective July 1, 2020

Approved by Board of Directors on June 24, 2020

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Welcome to the Journey School Independent Study Program! We are pleased that you have chosen our school for your child(ren). We look forward to serving your family and providing a quality educational program to your student(s) in the coming year. This manual is a supplement which provides an overview of our Independent Study program. Please see the Journey School Handbook for information related to the school as a whole. We hope it is a useful tool that enables a smooth and efficient collaboration between you and your teacher and the school throughout the school-year.

The policies and guidelines laid forth in this manual are subject to change with board approval without prior notice.

For the purpose of this handbook, the term “parent” refers to the main, responsible adult, 18 years or older, who will take responsibility for teaching and properly supervising the child during the school day. This parent will attend all parent meetings, turn in all required paperwork, and meet all the responsibilities outlined in the master agreement (This person is usually, but not always, the student’s legal parent or guardian). The term “home” refers to the location in which the child is being taught by the parent. Note that some areas of this handbook, especially where the curriculum and instructional practices of Journey School are described, have been modified for the unique nature of the Independent Study Program.

Contact Information

Your Independent Study Teacher (IST) will provide you with his/her contact information during your initial visit. Your IST is your main point of contact for the school-year. Should you have questions or issues that your teacher is unable to help you with, please refer to the following information:

Journey School
 27102 Foxborough Rd.
 Aliso Viejo, CA 92679
 Telephone: 949-448-7232 Fax: 949-448-7256

Position	Contact	Email
Office Manager/ Attendance	Shoon Ortiz	Shoon@JourneySchool.net
Enrollment Coordinator	Kris Reynolds	Kris@JourneySchool.net
Journey School Administrator	Gavin Keller	Gavin@JourneySchool.net
Independent Study Director	Amanda Simmons	AmandaS@JourneySchool.net
Independent Study Teacher	Laura Bujjoni	Laura@JourneySchool.net
Independent Study Teacher	Alyson Smith	Alyson@JourneySchool.net
Independent Study Teacher	Emily Innis	Emily@JourneySchool.net
Independent Study Teacher	Lisa O’Neill	Lisa@JourneySchool.net

Please see our website for complete Journey School staff listing and contact information.

Independent Study Classes

Journey School offers two different classes, a Homebased Class and a Hybrid Class. Health and safety considerations may lead to alterations to the structure described below

Homebased Class

In the Independent Study Homebased Class, students are taught at home by a responsible parent/guardian. Students would be on campus primarily for parent-student-teacher meetings.

Hybrid Class

In the Independent Study Hybrid Class, students are with a teacher on campus or at an offsite location one or more days a week participating in classroom instruction with other students. The days that child is not on campus, the instruction will be done at home by a responsible parent/guardian. Classroom or group instruction will typically be no more than 80% of each school week. Because students in the hybrid program participate in face to face activities with other groups of students, all students engaged in hybrid class will need to be fully vaccinated per the state requirements, or have a valid exemption on file. Specific procedures for the Hybrid class, including drop off and pick up procedures, parent participation, guidelines for what students need, safety information, etc. will be provided by the Hybrid teacher(s). Additional documents may be required for the Hybrid class and must be provided in order to participate. Students and parents must follow all guidelines, policies and procedures for the Hybrid program in order to continue to participate. Students may be moved to the Homebased class if the family is unable to meet the requirements of the Hybrid class.

Definition of Classroom-Based Instruction

Journey School offers two different type of instruction, classroom based instruction and non-classroom based instruction (or home-based instruction). Classroom-based instruction in a charter school occurs only when specific state mandated conditions are met, including a requirement that students are “on site” at the school facility more than 80% of the instructional time.

Our homebased Independent Study class is considered non-classroom based instruction. Students engaged in classroom based instruction or enrolled in the hybrid class will need to be fully vaccinated in accordance with current state law, and must provide evidence of complete vaccinations prior to the first day of class, or have a valid exemption on file (as specified in state law based on the passage of SB 277 which went into effect in 2016 and SB 276 and SB 714 which will go into effect in January 2021). Students participating in the homebased class may or may not be fully vaccinated. Independent Study students may be able to participate in classroom activities if it is approved by the IS teacher and if the student meets all guidelines for vaccinations.

Other non-classroom based activities that may be part of the Independent Study Program include:

- Field Trips
- School festivals, including Rose Ceremony, Harvest Faire, Lantern Walk, Fairy Market, Spiral Walk, Santa Lucia Day, Festival of Courage, Music Concerts, Talent Show, Medieval Games, Pentathlon, Track and Field, Rainbow Bridge, May Faire, Class Plays etc.
- Tutoring in groups less than 5
- Virtual meetings where students participate in whole class activities from their homes.

Enrollment Process

Students who meet the criteria for participation may be eligible to participate in the Independent Study program. If the number of applicants to the Independent Study program exceeds the number of spaces available, a separate public lottery for the Independent Study program will be held to determine enrollment offers for the program. The lottery procedures will be developed by the school Administration and will be in accordance with the school's charter and the law. Preferences in the Independent Study program lottery will be in accordance with the approved preferences in the Journey School charter.

Admission and enrollment practices are addressed in the general school handbook in detail. Some items specific to independent study are the following:

- Students enrolled in the Hybrid class at the end of the school year will have priority enrollment in the Hybrid class for the following school year.
- Students enrolled in Journey School's homebased independent study will have priority enrollment over non-enrolled students for the Hybrid Class once the school year has begun.
- In addition to submitting all the enrollment documents listed in the handbook, Independent Study students will also be required to submit an Independent Study Master Agreement.
- The Independent Study Information Session(s) will be scheduled separately and attendance at a session will meet the school's admission requirement.

Independent Study Program Conditions

The School will always maintain more than 80% of total enrollment in the classroom based program. In no case will the School enroll a student in the Independent Study program if it causes the ratio of classroom enrollment to non-classroom enrollment to fall below this percentage.

Students enrolling in the Independent Study program must be residents of Orange County or an adjacent contiguous county. Enrollment eligibility shall not be based on the address of parent/guardian employment. The school will not claim apportionment funding for any student who lives outside of these geographical boundaries unless otherwise permitted by law. The school reserves the right to determine admissions preferences for the Independent Study program in alignment with the school's charter.

No individual with exceptional needs, as defined in Education Code 56026, may participate in Independent Study unless his/her Individualized Education Program (IEP) specifically provides for such participation. (Education Code 51745)

No student shall be required to participate in an independent study program. (Education Code 51747)

No temporarily disabled student may receive individual instruction pursuant to Education Code 48206.3 by means of Independent Study. (Education Code 51745)

No student that is expelled pursuant to Education Code 48915 or a suspended expulsion student pursuant to Education Code 48917, may be provided with instruction through Independent Study unless they are offered the alternative of classroom instruction and they choose independent study.

Prior to the beginning of the school year, a teacher will be assigned to your family. The teacher/enrollment coordinator will contact you directly to setup an initial enrollment meeting. During

this meeting the teacher will review our program requirements and answer any questions. Providing all parties are in agreement, enrollment will be finalized.

A master agreement will be completed at the time of enrollment and at the beginning of each subsequent year. This completed document is a state requirement for all independent study students.

Master Agreement

The Master Agreement outlines how the teacher, student and parent will work together and how the student's educational program will be structured. The Master Agreement shall be executed for each participating student. The curriculum and methods of study specified in the Master Agreement shall be consistent with the Board's policies and procedures for curriculum and instruction and the Journey School charter. (Code of Regulations, Title 5, Section 11702)

The current Master Agreement shall be maintained on file for each independent study pupil, and shall include, but not be limited to, all of the following (Education Code 51747):

- The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
- The objectives and methods of study for the pupil's work, and the methods utilized to evaluate work.
- The specific resources, including materials and personnel, that will be made available to the pupil.
- A statement of the board approved policies regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
- The duration of the Independent Study Master Agreement, including beginning and ending dates for the pupil's participation in the Independent Study program under the agreement. No independent study master agreement shall be valid for any period longer than one school year.
- A statement of the measures of academic accomplishment appropriate to the agreement to be earned by the pupil upon completion. On reaching the objectives stated in the Master Agreement for a school year, the student in grades K-8 will be credited with having completed his/her assigned grade level and will be recommended for promotion to the next grade.
- The inclusion of a statement in each independent study master agreement that independent study is an optional educational alternative in which no pupil may be required to participate.
- In the case of a student who is expelled pursuant to Education Code 48915 or a suspended expulsion student pursuant to Education Code 48917, the agreement shall include the statement that instruction for these students may be provided through independent study only if the student

is offered the alternative of classroom instruction. The statement may be inclusive of all students in the school, not just limited to suspended or expelled applicants.

- Each written agreement shall be signed, prior to the commencement of Independent Study, by the pupil, the pupil's parent, legal guardian, or care giver, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code. (Education Code 51747)

The Master Agreement also may include a schedule for achieving objectives and completing the agreement and a schedule of conferences or meetings between the student and his/her supervising teacher.

The Master Agreement shall state that the parent/guardian's signature confers his/her permission for the student's independent study as specified in the agreement.

No enrollment is considered complete until the Master Agreement is filled out and signed by all parties. A new Master Agreement must be signed for each school year. As a legal document, the terms of the Master Agreement are not subject to negotiation.

* For all students, the Master Agreement must be completed prior to the first day of instruction. The Master Agreement may be completed during the prior school year so that curriculum may be ordered in advance of the following school year.

Student Rights and Responsibilities

Students who choose independent study have the alternative option of returning to a classroom-based instructional program in a school of their district of residence.

When the student has missed the number of assignments or appointments specified in the Board Policy as precipitating an evaluation, the Administrator or designee shall conduct an evaluation, which may result in termination of the Master Agreement, with the student's return to a regular classroom in a school in their district of residence or an alternative instructional program. Parents will be given a notice prior to this type of withdrawal of the student in accordance with the laws. The school will notify the student's district of residence at the last known address, of any withdrawal that results from the termination of independent study and the Master Agreement. Please refer to the School Handbook for the Due Process Policy.

Students in the Independent Study program should receive non-classroom based services and resources comparable to students in the classroom based program.

Family Rights and Responsibilities

The home study model of education followed by Journey School is a collaborative effort between the student, parent educator, and the Independent Study teacher. During the initial meeting, your teacher will discuss in detail the elements of the Master Agreement that define roles and the policies and procedures that relate to enrollment.

- Families shall, through specific enrollment and procedural contracts, accept responsibility for their children's daily education. They agree to:
 - Support the student to work independently to complete the Program with monitoring from the parent/guardian.
 - Complete the Master Agreement for the student each school year. A Master Agreement must be completed and verified each school year in order for a student to be enrolled.
 - Designate a responsible adult over age 18 to be present with the student at all times during the school calendar.
 - Participate in any interventions recommended by the School for student academic success.

 - Work with the special education team so that students are working toward meeting all IEP goals. This includes making sure child attends all special education classes. These may or may not be scheduled during hybrid on-campus days.
 -
 - Have the student participate in standardized state testing unless exempted by law.
 - Be committed to understand and use the independent study strategy appropriately.
 - Provide an appropriate environment for the student's study.
 - Participate with the credentialed teacher in the development of the student's educational plan.
 - Along with the student, prepare a study schedule that incorporates family and educational responsibilities.
 - Supervise the student while following the plan as the student is working on assignments, making sure that the student's effort at least meets the minimum requirement set forth in the student agreement.
 - Ensure timely submission to the credentialed teacher of all student work, completed assignments, and accurate records that will be needed for the assessment of student progress and attendance accounting according to charter policy.
 - Participate supportively in the regularly scheduled credentialed teacher-student-parent meetings.
 - Under the direction of the credentialed teacher:
 - Assume responsibility for supplied books, materials, supplies, and equipment
 - Make intermediate assignments
 - Introduce curricular elements
 - Reinforce learning
 - Promptly check student work for errors
 - Pay for the costs of the replacement of books, equipment, and other resources loaned to the family that are lost or damaged beyond normal wear and tear.
 - Provide any transportation necessary as required by the charter, written agreements, and charter policy, including, but not limited to, transportation to and from testing sites.
- Parents agree to meet with their independent study teacher at least every 20 school days or as required by student learning needs. Either the parent or the independent study teacher may request additional meetings.
- Parents agree that their student's progress may be assessed using a variety of the following:

- State- and school-mandated assessments,
- School-developed benchmark assessments
- Monthly review of student work
- Annual portfolios
- Parent and teacher observations
- Student demonstrations and oral presentations
- Unit, chapter, and final test grades
- Parents agree that the Curriculum, materials, and classes used by the student shall support the Common Core State Standards, as required by state law for charter schools.
- Parents agree to return all non-consumable materials at the end of the school year or when the student leaves the program. Parents will be billed for any non-consumable materials which were loaned to the family and which are not returned at the end of the year.
- Parents agree to read the Independent Study Program Handbook Supplement and the Journey School Handbook, and follow the school’s policies, procedures, and practices; including the policies concerning media.
- Parents understand that students may be disenrolled from the program for failing to meet the terms of the policies and procedures laid forth in the Journey School Handbook, the Independent Study Program Handbook Supplement, the Master Agreement, and the school charter. Every student has a right to due process (See Expulsion/Suspension/Exclusion and Due Process Policy in the School Handbook.). The parent or guardian of record will receive a notice regarding disenrollment at least five days before the effective date of the disenrollment. The Five Day Letter will explain the parent’s/student’s due process policy to request a hearing on the School Director’s decision to disenroll the student for failure to comply with independent study policies.
- Parents are strongly encouraged to do the following:
 - Attend parent events, conferences, and community meetings
 - Provide a home life for their child that supports the school’s philosophy, including a rhythmic daily and weekly schedule, adequate sleep, a nutritious diet, minimal or no electronic media exposure as per the media guidelines, and positive discipline.
 - Participate in the school’s “Close the Gap” program to whatever the degree they are financially able so that the school can provide its Waldorf inspired program to all students. Such participation is voluntary.

Supervising Teacher Responsibilities

Each student’s Independent Study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (Education Code 51747.5)

The Administrator or designee shall oversee the teacher(s) who directly supervise independent study on a regular basis and ensure that independent study teacher(s):

- Complete designated portions of the Master Agreement and add additional information to the agreement when appropriate.
- Supervise and approve coursework.
- Design/identify curriculum objectives.
- Initiate and complete the Master Agreement.
- Assess all work that students are required to submit to the teacher.
- Personally judge the time value of assigned work or work products completed and submitted by the student.

- Select and save with each Agreement representative samples of the student's completed and evaluated assignments.
- Maintain any required records and files on a current basis.
- When appropriate, determine and assign grades or other approved measures of achievement.
- Complete a record of the pupil's assignments on not less than a monthly basis. Each form shall be consistent with the terms of the written Agreement and will be signed by the supervising teacher.
- Establish, complete, and maintain necessary reports and records, including, but not limited to, learning records and attendance record.
- Assess the student's level of education, modifying the curriculum as necessary to meet charter guidelines, and administer state mandated tests as required.
- Keep parents informed of school events and programs
- Strive for excellence and continued improvement.
- Is held accountable to the highest ethical, professional, and teaching standards.

School Responsibilities

The school shall not provide independent study students and parents/guardians with funds or items of value that are not provided for other students and parents/guardians. (Education Code 46300.6, 51747.3)

The school may claim apportionment credit for independent study only to the extent of the time value of pupil or student work products, as personally judged in each instance by a certificated teacher. (Education Code 51747.5)

The Administrator or designee shall ensure that the Independent Study program is carried out in accordance with the law. Journey School shall comply with the Education Code Sections 51745 through 51747 and the State Board of Education regulations adopted there under, as well as the provisions of the Charter School's Act and the terms of the Journey School Charter

Administration shall establish procedures to implement these policies in accordance with the law. The School will maintain all appropriate records of the Independent Study program.

School Calendar

Please visit www.journeyschool.net to access a current version of Journey School's coordinated master calendar, including the first and last days of school, and official school holidays.

Teacher Communication

It is our goal to provide excellent service to the family and meet independent study requirements. Parents should expect the following standards to be met:

Your teacher will be available during normal business hours. However, much of an independent study teacher's job involves meeting face-to-face with students and their families. Therefore, you can leave messages for teaches via email or with the school office.

You can expect your teacher to return your calls and e-mails within one business/school day. Teachers are not required to work evenings, weekends or school holidays, and are therefore not expected to return messages until the next school day.

Journey School board policy requires a minimum of one face-to-face meeting between the independent study teacher, parent and student every twenty (20) school days. Parents may request meetings up to the frequency of one hour per week. Families should also respect the teacher's time and refrain from rescheduling meetings. When it does become necessary to reschedule a meeting, please give your teacher at least 24 hours advance notice.

Teacher Visits

Our teachers care about their students and want to help each family teach and learn. Their primary responsibility is to help each child learn by overseeing student progress, making new assignments, and ordering appropriate materials to support learning goals. Teachers appreciate when their families are on time and prepared for the visit. In general, each meeting will include the following:

Evaluation of student learning

Your independent study teacher will want to see and hear about the student's progress in each subject. Your teacher will want to look at all the work that the student completed during the learning period. He/she will ask you for specifics about student lessons, activities and projects completed during the assignment period. If you have concerns or questions about your student's learning, you may ask your teacher. You can expect your teacher to ask questions about how the student did on major assignments and give suggestions for upcoming assignments.

On reaching the objectives stated in the Master Agreement for a school year, the student in grades K-8 will be credited with having completed his/her assigned grade level and will be recommended for promotion to the next grade.

Collection of the student attendance summary log

Submitted student attendance summary log will be reviewed by the teacher. The parent documents student daily attendance by verifying that an assignment or learning activity was completed for each day of the learning period.

Answering questions and giving information about upcoming Journey School IS events

Your teacher will also share any information about upcoming Journey School events.

Assigning lessons and projects

Your independent study teacher will work with you to assign work in all subjects for the coming assignment period. Your teacher will write an assignment sheet with the assignments listed. The teacher will use this list to confirm completion of the assignments at the subsequent meeting. Families may choose to substitute different assignments during the assignment period as long as the new work is comparable to the original assignment and the substitute assignment has teacher approval.

Collection of work samples

Student work samples are the evidence of student attendance for funding and audit purposes and become a portfolio of an individual student's progress. Your teacher will collect the samples of the student's work for each assignment period. Student work samples could include the following:

- Kindergarten: One sample from various parts of the day. This may include: artistic work such as drawings, paintings, modeling, or handwork; video or photograph of work being done in the

garden, the kitchen or on a nature walk; a log or schedule detailing activities of the day and/or audio/video recording of recalling a story or participating in ‘circle.’

- Grades 1-5: One sample from each core subject (main lesson, language arts, and math) and an artistic piece (form drawing, painting, modeling, handwork, and/or music).

The work samples should be chosen from the body of work assigned and completed, and should be a good representation of the quality of the student’s work and level of achievement. Your teacher will help you determine which samples are appropriate for each subject. In general, the samples must reflect the quality of the student’s daily work, and must clearly indicate what the student learned or practiced. At least one of the samples for each subject should be an original. A typed essay or report signed and dated by the student is considered an original. Digital submissions are acceptable upon agreement ahead of time with the teacher.

The work turned in will become a part of your child’s educational record. Please make sure children are appropriately clothed in any photos or videos you turn in.

Work sample guidelines

There must be a relationship between the assignments given and the work samples collected. For example, if the student is working on California history for History/Social Studies, then the work sample should reflect those assignments.

Students will need to turn in representative work for all subject areas, as assigned by the teacher.

Work must include student name and date completed. It must also be corrected or otherwise evaluated by parent if applicable. In addition, the teacher will also evaluate the academic progress as well as evaluating the samples for purposes of attendance.

Acceptable work samples for grades K-8

- Completed main lesson book pages
- Written assignments
- Poems, stories, reports (include student signature on typed reports)
- Reading logs with student reflections
- Audio or video recordings of student performances with an explanation in the comment section of the Student Learning Record
- Student artwork
- Parent log detailing daily activities, including physical education logs
- Student dictation written by parent
- Parent-produced description of activity completed (grades K-3) with student/parent signature
- Teacher-documented observation of student work or performance
- Photos of projects completed with explanatory notes (as long as students also have other samples in their own writing or that they have created)
- Work samples applying to unbiased studies of world religions or comparative religion are acceptable and may be provided as part of the Journey School curriculum. For work samples related to religion or sectarian materials that are not acceptable, see below. Confer with your teacher ahead of time if you are not sure.

Unacceptable work samples (all grade levels)

- Student work written on scraps of paper, napkins, etc.

- Crumpled, soiled or illegible samples.
- Work samples printed on the back of other documents. These are difficult to read. Clean recycled paper is acceptable.
- Lists of answers for math assignments without work shown.
- Samples for courses (other than world language courses) that are not in English.
- To comply with state public school requirements, Journey School does not use sectarian instructional materials, and sectarian (religious) work samples are not allowed. This includes work samples with references to scripture on the page or religious references in the body of the work. Removing religious references from sectarian materials and submitting those is also not acceptable. See above section for allowable work samples that reference religion. Confer with your teacher ahead of time if you are not sure.

Missed Assignments

Journey School wants all students to meet their individual learning goals. It is important, therefore, that students complete their assignments each learning period. Your teacher will evaluate the learning the student has accomplished each learning period and will answer questions and give suggestions as required.

The philosophy of the Journey School Independent Study Program is that students learn best when they are consistently completing their assignments. The Journey School Master Agreement clearly states the responsibility of the student to complete assignments in each subject area. It also outlines the consequences for missed assignments. These consequences are implemented to insure that students who are enrolled in the Journey School Independent Study Program are learning and completing a body of work representative of their grade level.

The need to document a missed assignment can be triggered by the following:

- When any pupil fails to complete and submit at least 75% of the entire monthly assignment during any period of twenty (20) school days, the school shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. Where special or extenuating circumstances exist, and this set time limit cannot be met, the school may approve a period not to exceed an additional twenty (20) school days. (Education Code 51747 (a)) OR
- When a student does not bring completed work to the scheduled teacher meeting.

Consequences for missed assignments

- Students must have all work submitted in order to attend classes on campus.
- The evaluation triggered by the missed assignments will be delivered to the parents. Written evaluation findings shall also be kept in the student's school record. (Education Code 51747 (b)). If the student fails to address the issues which led to the evaluation within two weeks of the delivery of the written evaluation, the school may withdraw the student for non-compliance with the Independent Study Master Agreement.
- 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 at least three years from the date of the evaluation and if the pupil transfers to another school, the record shall be forwarded to that school.
- If a student is withdrawn for non-compliance with the Independent Study contract (Master Agreement) and wished to re-enroll, the family must go through the enrollment process in the same

manner as other applicants. Prior to re-enrollment, the school may require a meeting to determine if the Independent Study program will be an appropriate educational setting for the student.

- A written withdrawal letter will be generated and sent to the family by the school (via both email and US mail if possible) with the effective date of withdrawal. The Five Day Letter will explain the parent's/student's due process policy to request a hearing on the School Director's decision to disenroll the student for failure to comply with this policy.

If the family requests a hearing, the student will remain enrolled until after the hearing has taken place.

- The student will be disenrolled on the stated date, unless there are unusual circumstances explaining the student's missed appointments (for example, a recent death in the family or other one-time disruption) or unless the outcome of the hearing determines otherwise.
- If unused educational supplies or educational equipment or materials are not returned, the family may be billed for this school property.

Missed Appointments

The Journey School Master Agreement requires at least one face-to-face meeting between the independent study teacher, student and parent every 20 school days. The Master Agreement clearly states that it is the responsibility of student and parent to attend these meetings. Issues with transportation cannot be an excuse for repeatedly missed appointments. If a student does not meet regularly with their teacher, assignments cannot be given, work cannot be evaluated, and the teacher is not able to facilitate the student's learning. In order for our students to successfully participate in independent study, they need the feedback and guidance from our teachers, which requires regular contact.

Consequences for missed appointments

First occurrence

(When a parent misses an appointment without prior notice to the teacher):

- Teacher will notify the Journey School Administration and document the missed appointment.
- Parent will contact the IST to reschedule the appointment within one business day as required (except in cases of illness or family emergency.)
- The meeting will be rescheduled to a mutually agreed upon date that is within one week of the original appointment.

Second occurrence

(One of several situations: the parent fails to reschedule the original missed appointment in a timely manner OR the parent fails to make a subsequent appointment OR the parent has a pattern of intermittent missed appointments.)

- Teacher will notify the Journey School Administration and document the missed appointment.
- A letter will be sent (via both email and US mail if possible) from the Journey School Administration to the family explaining the implications of missed appointments, explaining what is needed to comply with the Independent Study Contract, and to give a final warning.

Third occurrence:

- Teacher will notify the Journey School Administration and document the missed appointment.
- Journey School IS program administrator will confer with the student's teacher about the appropriateness of Independent Study for this student.
- Family is invited to attend a meeting to discuss the terms of the Master Agreement.

- The student's placement in the Independent Study Program will be reviewed for compliance with the board adopted Independent Study policy which could result in withdrawal from the program, Please see the school Handbook and website for Due Process Policy.

Additionally, an independent study teacher may, at his or her discretion, issue a missed appointment report if a parent habitually reschedules appointments thereby causing scheduling issues for the teacher, with a copy to Administration and family. Consequences of this type of non-compliance are as described in the "Second occurrence" above.

Missed Tests or Assessments

The Master Agreement states that attendance at in person assessments and tests is a condition of enrollment. Students who miss Journey School mandated in person tests and assessments or the English Language Proficiency Assessments For California (ELPAC) or who miss the California state SBAC/CAASPP exam (without a properly filed parent waiver when allowed) are considered to have a 'missed appointment' for each test day missed. Multiple absences for testing may therefore result in disenrollment from the program. Please see the school handbook and website for Due Process Policy.

Student and Family Behavior

The student, as well as any family member participating with the student, are expected to behave in a respectful manner and obey all school policies and procedures related to behavior, as well as all local, state and federal laws, while participating in any Journey School Independent Study activities or while in the presence of the independent study teacher or other Journey School staff, as well or while on campus for any meeting or Journey School event. All disciplinary matters will be conducted in compliance with the school's due process policies. See the Journey School Handbook for details regarding student and adult expectations for behavior.

If a student is unable to follow school policies and procedures related to behavior, a parent may be asked to attend any school events or classes with the child. If the behavior continues, the student may be asked to work from home for a specified period of time. In this case, the child would continue to work on assignments and projects at home.

Progress Reports

Journey School recognizes and honors that each child is unique with individual strengths, talents, and areas of need. Student progress may be assessed by but not limited to a combination of the following:

- Review of monthly work samples
- Parent/guardian and teacher observations
- Formal chapter tests and finals
- Student presentations, projects and demonstrations
- Standardized assessments such as SBAC and ELPAC
- Journey School Independent Study administered assessments
- Course-specific exams in some subject areas at various grade levels

Every semester, grades 1-5 teachers will complete and provide a progress report for students. Kindergarten teachers will provide a year-end report for each child.

Student Study Team Program

Students are considered “at-risk” when they are not making academic progress or if they are significantly below grade level. Students are identified as being “at-risk” based on standardized assessment scores, Journey assessment scores, teacher observation, and student learning records and portfolios.

To insure that all students are learning and progressing towards mastery of the Common Core State Standards, Journey School has implemented a Student Study Team (SST) program. The SST program is an approach that helps guide teachers in implementing a personalized learning program for each student and provides a system of checks and balances to insure students are learning to their fullest ability. In the independent study setting, the SST process must involve close collaboration with the parent.

Special Education Program

Students enrolled in the Independent Study Program who have an active Individualized Education Program (IEP) will be provided services in accordance with the IEP. The school’s authorizing district, Capistrano Unified School District, oversees the Special Education services and works closely with the school to provide services within the independent study setting. Students may be required to come to campus or attend virtual or remote sessions to obtain certain services.

No individual with exceptional needs, as defined in Education Code 56026, may participate in Independent Study unless his/her Individualized Education Program (IEP) specifically provides for such participation. (Education Code 51745)

Materials and Equipment

Consumable materials will be purchased for the student before the start of the school year. The teacher will not purchase any materials that are not required for completion of assignments and/or provided to students enrolled in the traditional site-based classrooms. Examples of student materials may include main lesson books, crayons, pencils, and paints.

All non-consumable materials which include books, paint brushes, painting boards, painting jars, etc. are purchased by Journey School and belong to the school. The family may use them during the school year for as long as the student needs them and remains enrolled in the Independent Study Program. Students must return non-consumable, as well as any unused consumable materials at the end of the school year to be inventoried. All materials must also be returned to the Journey School independent study teacher at the end of the school year or when the student disenrolls (either voluntarily or involuntarily). The Journey School Independent Study Office has materials available for Journey School independent study students to check out for free. Both teachers and parents may check out Journey School library materials for their students in accordance with the Journey Resource Room policies.

Parents are responsible for items that are lost or significantly damaged. The school may bill the parent for lost or damaged school property.

Curriculum Library

Journey School maintains a curriculum library of books and materials for student use. Some materials were ordered specifically for the Independent Study Resource Room, and some are shared by the school

as a whole. Teachers can check out materials for their students or parents and students can visit the Independent Study Office to check out materials in accordance with the procedures.

Assessments and Testing

As a public charter school, Journey School must participate in all state mandated tests. Student participation is essential for successful implementation of the school's charter. Therefore, all independent study students are required to participate in state testing as per the grade levels determined by the state. Please see the Journey School handbook for additional information.

Traveling Students

Journey School's Independent Study Program allow families to travel during the school year and complete school work outside the home. Families who are planning on traveling for more than two weeks must complete a "Travel Accommodations Request." This form will inform the teacher how long the student will be traveling, how they plan to access and keep up with curriculum expectations, how they plan on submitting work, and how they plan on meeting with the supervising teacher. The approval of this form will not carry over between school years. Student may not travel outside the required geographic boundaries of Journey School's independent study program for more than one semester, which may be determined using a total that includes all school days outside the geographic boundaries. If families are gone for more than one semester in a given school year, they will be un-enrolled from the program, following any notice required by law. Students may re-apply for the Independent Study Program when they return, however their space in the program cannot be saved.

Sanctioned vs. Unsanctioned Events

Sanctioned Events are planned and implemented by the teacher or school. These events include school festivals, social gatherings such as work days and teacher organized field trips. Parents who participate in volunteer activities for sanctioned events are subject to the volunteer guidelines and requirements as stated in the Journey School Handbook.

Families may plan outside activities, such as playdates, co-operative learning get-togethers, outside tutoring, educational trips planned by families, social gatherings etc. These events are not sanctioned by the school and the school takes no responsibility for these activities.

Field Trips

Journey School may schedule field trips to supplement and enrich student learning. We encourage you to attend the field trips as they promote new interests among students, making them more aware of community resources and help students relate their educational experience to the outside world. Your independent study teacher will provide you with a listing of field trips as they are scheduled. Some field trips may be planned that are just for students in the Independent Study program, while others may be scheduled for all students in a particular grade level or class. The school may prioritize who may attend field trips, especially when there is limited space available. Other children in the family may not be able to attend a field trip, so check with the school to confirm who is eligible to attend. Students and other family members attending field trips are expected to follow the school's behavior guidelines. Inappropriate behavior may result in exclusion of that individual from field trip opportunities.

Parents are responsible for providing transportation to field trips and responsible for complying with California State law regarding insurance regulations and traffic and safety laws. Parents who drive any

student other than their own child(ren) to an official school field trip must follow the volunteer guidelines and requirements as outlined in the Journey School Handbook.

We hope the above information is helpful. If you have questions, please don't hesitate to contact one of our staff members. We are here to insure that you and your student(s) have a productive, dynamic learning experience in the Journey School Independent Study Program!



Acknowledgement of Receipt of the Independent Study Program Handbook Supplement

I acknowledge that I have received the Journey School Independent Study Program Supplement to the Journey School Handbook and I am fully aware of the program options, philosophies, policies and procedures as set forth in this document. I will review the pertinent information with my child(ren) and we agree to abide by the policies and regulations therein. This acknowledgement will be in effect throughout the time period my child(ren) are enrolled in the Independent Study Program, and will be updated if changes are made to the Independent Study Program Handbook Supplement.

This acknowledgement will be placed in our files. Please sign the form and return is to your independent study teacher. Thank you.

Student Name(s): _____

Parent Name: (Printed) _____

Parent Signature: _____

Date: _____