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**El Camino Real
Charter High
School
Independent Study
Program
Handbook
2014-15**

The Independent Study Program is an optional and voluntary educational program that affords students the opportunity to engage in an alternative instructional strategy. The program is designed to assist students in meeting the required State Standards, the charter's curriculum objectives in the content areas, and graduation requirements.

The primary purpose for Independent Study is to offer a means of individualizing the educational program for pupils whose needs may be best met through study outside of the regular classroom setting as independent learners.

A student is enrolled in the Independent Study program after he/she follows the required process:

- Referred to Program by school counselor or administrator
- Attends mandatory conference with the administrator of the program.
- Completes all necessary paperwork to enroll

Independent Study is a program; it is **not a school**. Therefore, a student who is placed in the Independent study program still remains a student of El Camino Real Charter High School. If the student remains in good standing at El Camino Real Charter High School, they are eligible to receive all the services offered by the school and may participate fully in all activities.

The Independent Study program is not for everyone. Remember, students enter the program as independent learners, where individualized instruction is implemented as the instructional strategy. Each student is responsible for meeting their weekly contract as assigned by their Supervising Teacher. A student must implement a work/study schedule that should include time-management, organizational discipline and the necessary focus to be successful in this alternative program.

Students who fail to meet with their Supervising Teacher and/or failure to complete at least seventy-five percent of the assigned course work in every learning period will be evaluated to determine if the program is a viable school strategy.

I urge you to take the time to thoroughly read this handbook. After you have read the handbook, please sign the last page and return the cut-off portion of the page to your Independent Study teacher.

WELCOME,

Lisa Ring
Assistant Principal, El Camino Real Charter High School

RESPONSIBILITIES- Appointments:

The Independent Study Agreement you signed states a specific appointment day and time for your I.S. meeting. **Your I.S. teacher is at the classroom just for your appointment.** There are 168 hours in a week. It is recommended you **do not schedule** medical or employment obligations during your assigned and agreed upon appointment time.

You are required to be prompt. If for any reason you will be late or cannot make the appointment with your teacher, you must call and reschedule. You are expected to call no later than 24 hours in advance of the meeting time. The number to call: (818) 888-7050

If illness causes you to miss more than one consecutive week of school or becomes a recurring issue, you must bring in a doctor's note to your Independent Study teacher or call the Coordinator of Independent Study (818) 888-7050 to discuss and clear your absence. If you fail to meet your responsibilities, you will be warned in writing. **If you are again neglectful, you will be reevaluated as to your placement in Independent Study.**

Remember this is a school campus, so please dress and behave in the appropriate manner

Dress Code: Clothing should be a positive reflection of individuality within the guidelines that promote a productive school environment. Our primary goal is to encourage young men and women to dress for success:

- Promote a productive school environment
- Set a tone that Independent Study is an educational institution where students should present themselves in a manner that promote success
- Affirm our commitment to "Zero Tolerance" for drugs, alcohol, tobacco, and gang style
- Promote clothing that is associated with individuality and not conformity to any one styles, such as gang style
- Demonstrate an awareness of school etiquette and manners by choosing not to wear a hat or head covering (worn by a male or female). Only ECR hats are allowed.
- Students must wear shoes at all times

Clothing/Apparel that is Disruptive and NOT to be Worn:

- Clothing which compromises modesty
- Clothing which allows underwear, stomach, back, or cleavage to be exposed
- Pants, short or long, shall stay up without a belt
- Clothing/apparel which compromises safety is considered dangerous or a health hazard such as:
 - chains, wallet chains, stud bracelets, stud collars
 - clothing/apparel containing offensive or obscene symbols, signs, slogans or words degrading any cultures, gender, religious or ethnic values
- Clothing/apparel containing language or symbols oriented toward violence, sex, drugs, alcohol, tobacco, or vandalism
- Clothing that is associated with gangs, including but not limited to:
 - monikers or emblems (visible anywhere including books and backpacks)
 - bandanas, beanies, hair nets
 - long cut offs with socks pulled up high

- overalls with dangling straps
- dangling belts or dangling suspenders
- initialed belt buckles
- any combination that is considered gang-related as defined by *Law Enforcement*

Cell Phones (Electronic Signaling Devices): Electronic signaling devices will not be permitted to disrupt instruction, instructional programs, and/or school-related activities. Electronic signaling devices must be completely turned off during your Independent Study appointment. Independent Study and the El Camino Real Charter High School assume no responsibility for the protection of, loss of, or damage to any electronic signaling device.

RESPONSIBILITIES- Attendance:

Your attendance requirement is for one full hour with your assigned Independent Study teacher. **Remember, friends and siblings are not allowed** to accompany you to your appointment. There are many programs on this campus, therefore students should be on campus during appointment times only and exit campus immediately upon completion of appointments.

State law requires anyone under 18 years of age and a non-high school graduate to attend school full-time regardless of work status; otherwise, the School Attendance Review Board (**SARB**) can impose harsh penalties for non-compliance.

Independent Study students in good standing are entitled to all the services and activities they have at El Camino Real Charter High School.

RESPONSIBILITIES- Assignments:

Students are placed in courses with textbooks that are identical or similar to the corresponding classes at ECR. Each week, an assignment sheet will be developed for you, and it must be followed.

The Agreement you signed stipulates you are expected to complete 30 hours of acceptable work each week. The teacher is the final arbitrator of what is acceptable.

Remember, each week, you have 30 productive hours of study and written work, plus a meeting with your Independent Study teacher. This is equivalent to one week of on-site school instruction. Therefore, missing one Independent Study appointment is equivalent to missing one week of on-site schooling at El Camino Real Charter High School.

RESPONSIBILITIES- Testing:

California High School Exit Exam (CAHSEE): In accordance with new State law (Senate Bill 2, Statutes of 1999), students in the class of 2006 and later must pass the California High School Exit Examination (CAHSEE) in order to receive a high school diploma. The exam will be divided into two parts: 1) English-language Arts, and 2) Mathematics. All questions on the test will be administered at least once per year and the student will retake each part of the test until they pass that section. Students must pass both parts of the CAHSEE to receive their high school diploma. Students also must meet El Camino Real Charter High School's course and credit requirement for graduation.

Star Testing: All students in ECR have the opportunity and are encouraged to take the Star Tests in Grades 2-11.

More information will be given to students by their Independent Study teachers in January, 2014 which will include information about the tests, and actual times.

RESPONSIBILITIES- Personal Information:

Please keep our files current with the student's, the parents/guardian's work, home, and cell telephone number as well as the current mailing address for both the student and the parents/guardians. We request that you inform the office (818) 888-7050 of any changes of address, telephone numbers and work status.

CLOSED CAMPUS POLICY:

Students/parents are reminded to adhere to the ECR's District's closed campus policy. Therefore, a student is not to be near any other school campus or on the main campus of El Camino during the hours 7:00 am- 3:30 pm. Any school related visits should be through the Independent Study office only located on 5445 Manton Ave. Appointments with personnel on the main campus are to be made through Mrs. Ring.

Students are to refrain from interaction and/or contacting any ECR student during school hours. **This includes electronic messaging of any kind.** Failure to adhere to the district policy will result in disciplinary action and possible removal from the Independent Study program.

The daytime curfew is between the hours the 8:30 am and 1:30 pm on days when school is in session. Any minor under the age of eighteen years, who is subject to mandatory education or mandatory continuation education may not loiter, wander or be in or upon the public streets, sidewalks, highways, roads, alleys, parks, playgrounds or other public grounds, public places, public buildings, places of amusement and eating places or any unsupervised place during these hours when school is in session.

Minors, between the age of twelve and seventeen, who are caught out of school, will be given a ticket for violating curfew. They will then be escorted by the police agency back to school. The student will be released into the custody of the administrator of the school, usually. This will be the principal or the assistant principal. A letter will also be mailed to the parent/guardian advising them of the violation and giving notice that any further violations will result in a civil penalty for the cost of the police services up to \$2,500.

The bail on these violations is \$135. The minor can pay the ticket with the court clerk's office without going to Court. If the minor cannot pay the bail, or make payments, they must appear in hours of community service. This is generally volunteer work administered through the Juvenile Probation department. The parents are under no obligation to pay the fine for the minor.

The above curfew law does not apply when:

1. The minor is accompanied by his or her parent, legal guardian or other adult person having legal care or custody of the minor, or by his or her spouse eighteen years of age or older; or
2. The minor is engaged on an errand as directed by his or her parent or legal guardian or other adult person having the legal care of the minor, or by his or her spouse of eighteen years of age or older; or

3. The minor is returning directly home from a public meeting, or a place of public entertainment, such as a movie, play sporting event or school activity; or
4. The presence of such minor in said place or places is connected with or required with respect to a business, trade, profession or occupation in which the minor is lawfully engaged; or
5. The minor is going or coming directly from or to their job, or to or from a medical appointment; or
6. The minor student has permission to leave school campus for lunch or school related activity and had their possession a valid, school issued, off-campus permit; or
7. The minor is in the active military service of the United States.

Students are expected to be at home working on their academic assignments during school hours. Being enrolled in Independent Study does not exempt students from curfew laws.

GRADUATING SENIORS

There are many special Senior activities taking place during your graduating year, such as senior pictures, homecoming activities, winter ball, prom, yearbook distribution, senior picnic/breakfast, graduation practice and grad night. Seniors who are in good standing with the Independent Study Program will be able to participate fully in all senior activities.

Again, Welcome to Independent Study!

Keep up with your assigned work and hours.

Keep your scheduled appointments.

Enjoy your success in Independent Study!

After reading this handbook, please sign and date the form on the bottom of this page and return the signed form to your Independent Study teacher.

We have read the Independent Study Handbook for the 2013-2014 academic year.

Student Name: _____

Student Signature: _____

Parent/Guardian Signature: _____