

# **CPCS Independent Study Program**

## **Parent/Guardian, Student and Academic Advisor Agreement 2020-2021**

1. The Independent Study Program is unique, distinct and separate from the full-time on-campus Cedar Park Christian Schools (CPCS) program. Activities and special events of the full-time on-campus program do not apply to Independent Study students. Homeschool (Independent Study) program students may take up to two classes on campus and participate in CPC athletics if deemed academically qualified by the IS administrator. Graduating seniors may qualify for the option to participate in the CPCS graduation ceremony and certain activities.
2. Parent(s)/guardian(s) assume sole responsibility for the student's education and instruction and are considered the teacher(s) of their student(s) unless other tutorial arrangements are made with the advisor and approved by the Independent Study Program Administrator.
3. Parent(s) are to select and provide all instructional materials. Parent(s)/guardian(s) shall also pay for all expenses related to the education of their child(ren) including CPCS tuition, academic advisor tuition, materials fees, supplies, transportation, entrance fees, etc.
4. Academic advisors hold current Washington State Teaching Certificates and meet the requirements for overseeing homeschool student(s)' academic progress.
5. Academic advisors may grant credit earned only from approved curricula, course work, evaluation methods, etc. as determined by the CPCS Homeschool (Independent Study) Program Administrator.
6. Parent(s)/guardian(s) shall provide immunization records for each student at the time of enrollment
7. School (instruction) will be given over a minimum of 180 days for an annual school year (90 days for a semester, 45 days for a quarter).
8. For grades K-8 instruction must be given in each of the eleven (11) required subject areas which are language, reading, writing, spelling, mathematics, science, health, social studies, history, appreciation of art and music, and occupational education (physical education, fitness training, or sports is required). For high school (grades 9-12), instruction must meet Washington State requirements for graduation for a as well as CPCS course requirements for content, grading standards, and CPCS graduation requirements. The advisor will go over the requirements with the parent(s)/guardian(s) and student(s) at the first advisory meeting of the year.
9. Parent(s)/guardian(s) will provide plans for and documentation of instruction given during the minimum time requirements as follows: grades K-3 = 900 hours per year; grades 4-8 = 990 hours per year; grades 9-12 = minimum of 75 hours per .50 credit.
10. The roles of the academic advisor are to assist parent(s)/guardian(s) to become better teachers of their child(ren), to oversee student work, to provide final evaluation of progress (which includes assigning the final grade for each subject area), and to file CPCS report cards. The academic advisor may also choose to provide teaching services to supplement student curricula, but this is not required.
11. Academic advisors are independent contractors and as such, establish their meeting times, locations and collect their fees prior to services rendered. Their services must meet CPCS standards.
12. The academic advisor may provide an average minimum contact time of one (1) hour per week (nine [9] hours per quarter). This may be individual consultations, meetings with a group of students and/or parents, classes, field trips, or any combination of these formats as determined by the academic advisor. Students taking college preparatory coursework toward an NCAA category I or II athletic/academic scholarship will need to meet regularly with their advisor via face to face meetings, email, Skype, or texting. Student and parent/guardian attendance is required at each scheduled meeting for elementary and middle school students and in some cases for high school students.
13. The academic advisor will provide for the parent/guardian a minimum of two (2) hours of educational assistance per quarter to confer, advise, review and evaluate student progress via parent in-services or classes, individual conference and/or direct assistance. This may be concurrent with the nine (9) hours of interaction with the student(s) if the parent/guardian is present.
14. Annual standardized achievement testing with CPCS students each year is required. PSAT testing will be sufficient for 10<sup>th</sup> and 11<sup>th</sup> graders. Students will be released from the Independent Study Program if testing is not accomplished. This generally takes place the end of March or beginning of April (see annual calendar).

15. Parent(s)/guardian(s) and student(s) who are ill are not encouraged to attend a scheduled meeting, but instead reschedule.
16. If possible, 24-hour notice of cancellation must be given, in order to reschedule a meeting and will be rescheduled if the academic advisor's schedule allows.
17. If student(s) will be absent for reasons other than illness, the parent/guardian must discuss make-up plans with the academic advisor prior to the absence. The academic advisor may charge an additional fee for make-up meetings and grading make-up work.
18. Students who do not attend the Washington State requirement of an average of nine (9) contact hours per quarter with the advisor when required, will be withdrawn from the Independent Study Program. ***Those who are excessively absent and request the academic advisor to schedule additional meeting times may be charged additional hourly rates.*** The academic advisor may accept or decline such a request.
19. **Students must turn in work when it is due.** The academic advisor is not required to accept and/or grade work turned in later. However, if the parent/guardian requests the academic advisor to accept/grade work turned in later and if the academic advisor agrees to do so, the parent/guardian must pay the academic advisor's additional hourly rates to grade late work.
20. Parent(s)/guardian(s) assume responsibility for the student at all activities planned and/or directed by the academic advisor and/or CPCS and to accept the liability of any accident, injury or damage resulting from the student's and/or parent's/guardian's participation in such activities. This liability is not covered by CPCS or by the academic advisor.
21. If a parent/guardian and/or student and academic advisor or any CPCS employee disagree on a matter related to the Independent Study Program and cannot resolve the issue after discussion, either party may discuss the matter with the Independent Study Program Administrator. After discussing the problem with all parties involved, the Independent Study Program Administrator shall make the final decision.
22. Parent(s)/guardian(s) agree to abide by the terms of the Washington State regulations governing home-based instruction, the CPCS financial agreement, as well as the policies and procedures as explained in the CPCS Handbook For Parents and Students and the policies and procedures of the academic advisor.

### ROLE OF AN EXCEPTION

Cedar Park Christian Schools reserve the right to grant an exception under these policies on a case-by-case basis for any reason, and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent, or guardian.

The Academic Advisor, student and his/her parent(s)/guardian(s) have read and agree to abide by the above summary of ***Washington State Laws Regulating Homeschooling and Cedar Park Christian Schools, Independent Study Policies.***

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Parent/guardian name (please print)	Parent/guardian signature	Date
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Parent/guardian name (please print)	Parent/guardian signature	Date
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Student name (please print)	Student signature	Date
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Academic advisor name (please print)	Advisor signature	Date
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IS Office (please print)	IS Office Signature	Date
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