



# Memorandum of Understanding 2014-15

Site Director – Sue Miller Hurst

## **Parent Responsibility**

The iShine Student Center is a unique educational opportunity that is designed to give parents and students a balance between site-based classes and home study.. Parents are expected to partner with us, providing encouragement, mentoring and oversight for assignments made by site teachers. Parents are encouraged to hold high expectations for student organization, performance and follow-through in addition to assisting in the mastery of critical knowledge and skills required by California State Common Core Standards. Parents should have knowledge of student skill levels, progress, and performance in addition to attitudes, initiative and behavior in on-site classrooms. It is our belief that together we can create a dynamic model that ensures student love of learning, dedication to the full demonstration of individual potential with a deep respect for each life and for the gift of life.

We will communicate with you through newsletters, parent meetings and workshops, the parent organization (PI), teacher emails and phone calls, through exhibitions of student work and performances. We are always open to your questions, concerns and ideas. Please feel free to contact teachers directly or to talk with the Director, Sue Miller Hurst. Together, we form a team that is dedicated to giving each child opportunities to discover their innate goodness and limitless abilities.

## **Student Responsibility**

Perhaps the most important feature of our Center is our genuine dedication to creating a loving environment that is deeply respectful of each person. We expect students to be respectful in their beliefs, attitudes, words and deeds. This creates a safe-to risk space where it is safe to explore, to try new skills...to learn. We expect student scholars to come to school prepared to learn. We are teaching the important skills of organization, self-initiative and responsibility. This means students are ready with binders, folders, homework, pencils, paper and a curious, creative mindset. Each learner is expected to progress at least one grade level and more if they find themselves performing below grade level. We are teacher/mentors who are dedicated to these goals and expect our students to be seeking to do their very best work. We provide a class to assist students in the discovery of their learning styles, intelligence types, thinking patterns, personality, interests and talents so they become self-directed learners as young as possible. If students are not making adequate progress, they are required to be placed in our Adequate Progress Process.

## **Teacher Responsibility**

The teachers at iShine are dedicated to personalized learning and are on the fore-front of project-based learning models. They are responsible for creating dynamic assignments, creating a classroom community utilizing dialogue and positive discipline in circle meetings. Teachers are responsible for assessing student progress and communicating with parents regarding student academic and behavioral performance. They form a team with parents of students with IEPs, students receiving our RTI (Response to Intervention) services, or EL Learners in order to create appropriate accommodations and to invent new strategies to reach each child. Our teachers are responsible for teaching enrichment "lab" classes, which are created to explore the arts and performing arts. Teachers are dedicated to social-emotional learning. They create and maintaining a respectful environment where students are emotionally safe.

## **Attendance is Critical**

The iShine program is a rigorous and seeks to personalize learning for each child. This means, students should plan to be in attendance for all on-site days. They should be on time for class, because they miss instruction and interrupt the class when they come late. Whenever possible, all appointments should be planned for Fridays, so students don't have to leave in the middle of the day. These missed minutes and hours of instruction are difficult to make up, because they often include class-participatory inquiry and specialized mentoring which are difficult to re-enact. In such cases, students may miss core instruction. Students with excessive absences will need to meet with parents, teachers and the Director to inquire if the iShine Student Center is the right option for the family and if so, create a contract that demonstrates appropriate attendance and reduces tardiness.

## **What is a Home-Study Day?**

Since our Student Center is a five-day academy, with four days on-site and one day at home, students should consider that each day is filled with learning. Students and parents will be given assignments that are to be completed on home study-days. If there are question about any assignment on a home-study day, please email teachers for clarification.

## Parent Agreements

1. I will demonstrate support of the program vision, student guidelines, expectations, curriculum and instruction.
  2. I understand that the iShine is a K-8, 5-day program with 4 days on-site and I will ensure my child attends all on-site classes by making scheduling appointments on other than school hours.
  3. I will ensure that my child completes assignments for Friday and all other home-study days.
  4. I will be an active participant in my child's education daily by monitoring my child's instructional assignments, making sure my child completes all homework assigned and is working to the best of his/her ability.
  5. I will communicate with the teacher(s) via email, phone or on-site meeting as needed to discuss student progress.
  6. I will ensure that my student will maintain a check or check plus for proficiency in standards and work (2.0 or higher) in all classes by striving to complete 100% of the work assigned in class and for homework.
  7. I am aware that my child must maintain a check or check plus in all subjects (2.0 or higher) in order to attend field trips, special events, and extra-curricular activities for iShine and outside organizations that require school signatures.
  8. I will attend presentations, orientations, exhibitions, special events and parent organization meetings.
  9. I will attend the ILP (Individual Learning Path) conferences during the school year as scheduled with the teacher and will contact him /her if my child is struggling with skills.
  10. I will contact the appropriate teacher(s) for help if my child is struggling to master skills.
  11. I will ensure that my child participates in all applicable state mandated tests, INSPECT/OARS, and other school-wide assessments.
  12. I will attend meetings and support my child through the Response to Intervention (RTI) process and/or the IEP process as applicable.
  13. I will pay a fee for lost or damaged school materials that are the responsibility of my child.
  14. I will help my child to stay on track with projects that demonstrate critical learning and quality.
  15. I will demonstrate respect for fellow parents, the school staff and students of iShine.
- If the student named above does not consistently achieve adequate academic progress, it may be determined that the student is not a good candidate for the iShine Academy, and an alternate program may be recommended.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Students Responsibility

1. I have read, understand and will abide by attendance, academic and behavioral rules and guidelines as outlined in the Springs Student Handbook and the iShine Student Guidelines.
2. I understand that the K-8 iShine Academy is a five-day program, with four-days on-site and the fifth day a home study-day. I understand that I am responsible to complete 100% of the assigned work.
3. I will strive to bring all necessary supplies each day including my planner, my binder and folders, several sharpened pencils and/or pens, blank paper, my reading book, elective materials, and a healthy snack and lunch.
4. I will complete all of my class/homework assignments and home study assignments to the best of my ability and will turn them in on due dates or before. I will be proactive about completing assignments.  
missed due to an excused absence.
5. I will remain organized by keeping assignments, project work and homework in a binder with daily assignments carefully noted.
6. I will actively participate in cooperative project-based learning.
7. I will maintain adequate progress and strive to complete 100% of the work assigned in class and for homework. I understand that if I do not make adequate progress, I will be placed in the Inadequate Progress Process. After two consecutive inadequate progress learning periods, I may be dropped from Springs Charter School.
8. I will immediately notify a teacher, or staff if I am struggling with an assignment or if I need help.
9. I will attend presentations, orientations, special events, and all assigned classes
10. I will attend the student led ILP conferences as scheduled by my teachers.
11. I will take care of all books and school materials and return them in good condition at the end of the school year or when I withdraw for the school. I understand that my family is financially responsible.
12. I am aware that access to the internet is an important tool and I will follow safety rules in the use of

the internet. I will develop digital literacy skills.

13. I will support the vision of the iShine community and will be respectful, positive, creative, engaged and dedicated to being the best I can be.

*I understand that students at Springs Charter School are expected to achieve one year of academic growth at least during the school year. I also understand that the first year of independent study is a trial year. It may be determined that I am not a good candidate for independent study, and an alternate program may be recommended.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_