

**OFFICE OF LARRY E. REIDER
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

DATE: August 2, 2007

TO: Community School Teachers/Independent Study
FROM: Jeanne Hughes
SUBJECT: Minimum expectations on student teacher contact

Please be reminded that students who utilize independent study as the instructional strategy while enrolled at community school, need as much teacher contact time as can reasonably be scheduled. **The absolute minimum expectation is one hour per week unless there is prior administrative approval from the principal.** This is not to be misconstrued as the maximum requirement.

Scheduling options

One-on-one

For some students, teachers may find that one hour a week is sufficient if the student is reading at or above grade level, is employed, is a parent, or has transportation issues. Please make sure that the contact time does NOT fall below the one-hour weekly minimum.

Multiple day scheduling

Some students may require more assistance, especially if they are working on a more intensive subject such as algebra. For these students, the teacher should schedule a second (or third) day to review completed work, and provide guidance on new concepts as needed.

Grouping

Some students may be at a similar grade or ability level, and may benefit from being scheduled to come on the same day and time for several hours with other students. If the site space and current enrollment at the site will allow this, this grouping technique can be helpful to the teacher who can teach a single concept to several students at the same time, without having to repeat that same concept several times individually. It also may provide students with opportunities to improve behavioral and socialization issues. This will assist them as they transition back to the comprehensive school campus.

If the student work has been graded, and the new assignment has been assigned and explained, students should a) work on technology assignments, b) complete a portion of the new assignment at the school, c) study CAHSEE guides, or d) begin a teacher-generated activity. Most sites have incorporated a student sign-in/sign-out sheet with student times in and student times out by teacher. If your site is not currently employing such a mechanism, please begin doing so immediately (see sample form).