



# Work Sample Policy

The Cottonwood School offers an independent study option to meet the needs of pupils enrolled in the charter school; and as such, teachers much collect work samples from students to ensure that all students meet the State student academic achievement standards. This policy ensures student work samples contain the information necessary to document the student's learning progress

The purpose of The Cottonwood School Governing Board approving this Work Sample Policy is to accomplish the following:

1. Provide an overview for the Work Sample Policy
2. Explain the requirements of an Acceptable Work Sample
3. Identify criteria for Non-Compliant Work Samples

**1. Overview:** As an independent study program, The Cottonwood School is required to collect work samples from each of its students as a condition of apportionment. Work samples allow the student's supervising teacher to determine the time value of the completed student work. Work samples are turned in to the student's supervising teacher in accordance with the student's Master Agreement.

**2. Procedures:** Work samples must contain the following information:

1. Student's First Name and Last Name (nicknames are okay)
2. Date that the work was completed, including the year. The work sample must be the student's original work. If anything is changed on the original work sample, the student must initial such changes. All initialed changes mean that the student made the changes, not the parent/guardian/caretaker or teacher.

The supervising teacher must verify the work sample includes the following:

1. Homeschool teacher's name
2. Student's full name
3. Course name (must match the Master Agreement)
4. Date the student completed the sample
5. Date the teacher reviewed the material
6. HST grade

**3. Acceptable Work Sample Criteria:**

- Original or scanned PDF version

- Demonstrates neat and organized work
- Demonstrates a good reflection of the student's learning and abilities
- Includes the student's name and date in the top right-hand corner
- The sample needs to be completed and dated within the collection Learning Period
- Must be non-sectarian (non-religious)
- Photographs must include a summary from the student's perspective
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them

**4. Non-Compliant Work Samples Include:**

- Scanned documents that are difficult to read or are very light
- A scanned or printed document of a certificate of completion or report from an online learning platform
- Sample completion and date not within the Learning Period
- A photograph which does not include the student's summary of the project/concept
- Incomplete worksheets or work