



Work Sample Policy

Blue Ridge Academy offers independent study to meet the needs of pupils enrolled in the charter school; and as such, teachers must collect work samples from students to ensure that all students meet the State student academic achievement standards. This policy ensures that student work samples contain the information necessary to ensure the student's learning success.

The purpose of the Blue Ridge Academy 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, Blue Ridge Academy 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: Homeschool teacher must verify that each work samples contains the following information:

1. Student's First Name and Last Name (recognizable nicknames are allowable ~~okay~~)
2. Date that the work was completed, including the year. Dates should fall during school days (no weekends or holidays)
3. The work sample must be the student's original work. If anything gets 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.
4. Student submits samples every Learning Period to their teacher.

The supervising teacher must verify the work sample by including the following:

1. Homeschool teacher's name
2. Student's full name (if nickname was used)
3. Course name (must clearly connect to ~~match~~ the Master Agreement)

3. Acceptable Work Sample Criteria:

- Includes student's full name and date, including year, in the top portion
- Original or scanned PDF version
- Demonstrates neat and organized work
- Demonstrates a good reflection of the student's learning and abilities

- The sample needs to be completed and dated within the collection Learning Period
- Must be non-sectarian (non-religious)
- Photographs are accepted for projects and may contain a summary
- Samples may be typed or handwritten by the student. Younger students may dictate to the parent to write or type for them
- Online curriculum samples must include all necessary information
- Online curriculum samples cannot combine snippets in order to display all necessary information
- For online curriculum samples, if not already generated, student may write first/last name and date, including year. This can be done handwritten, using digital pen, using computer mouse, or digital touch pad
- For a scanned sample, if not already generated, student may write first/last name and date, including year. This can be done handwritten, using digital pen, using computer mouse, or digital touch pad

4. Non-Compliant Work Samples Include:

- Scanned documents that are difficult to read or are very light
- Samples completed and dated not within the Learning Period
- Students full name and date, including year, are missing
- Snapshots and snippets of online curriculum merged into a document
- Adding a typed name, date, etc. to a sample after it has been scanned