

## **ARTICLE 23 – INDEPENDENT STUDY**

### **23.1 Hours/Workday**

23.1.1 Definitions: For Independent Study, a period shall be defined as 60 minutes of which time can be used to meet with assigned students one-on-one and/or in small groups, document student progress for state compliance reporting, and communicate with parents/guardians regarding student progress.

23.1.2 Hours: The instructional minutes shall be aligned per grade level to Article 4.2.1.

### **23.1.3 Workday**

23.1.3.1 Minimum Days: There shall be one (1) shortened day per academic year for the purposes of documenting student progress to meet requirements for state compliance reporting. Members shall be afforded one (1) period without student meetings, instruction, and/or Academic Labs on these dates. Minimum days shall not be used to conduct parent conferences.

23.1.3.2 Preparation Time: All Independent Study teachers shall have thirty (30) minutes of continuous preparation time per day. On Wednesdays the schedule shall consist of:

1. Sixty (60) minutes will be designated for staff meetings/PD/PLC
2. Twenty (20) minutes travel time if teachers have to travel between two sites,
3. Thirty (30) minutes for lunch
4. Preparation time,
5. Instructional time.

23.1.3.3 Substituting: Independent Study teachers may be asked to serve as substitutes during their workday. Members who serve as substitutes shall be paid the substitute rate of sixty dollars (\$60) per period.

23.1.3.4 Charge Classes: Independent Study teachers who teach charge classes shall be paid the hourly instructional rate.

### **23.2 Caseload**

23.2.1 Maximum number of students assigned without Overage: Independent Study teachers shall not be assigned more than an average of 30 students over the course of a school year.

23.2.1.1 Overage payments will be calculated as follows:

- Elementary Grades: Eighty (\$80) dollars for each student over 30 students on the teacher's "home room" roster four times per year on the following dates: October 15, January 15, March 15, and May 15.
- Secondary Grades: Eighty (\$80) dollars for each student over 30 students on the teacher's "home room" roster three times per year on the following dates: October 15, March 15, and May 15.

23.3.2 Academic Labs: Independent Study teachers assigned to Academic Labs based on student and program need. Academic Labs shall not exceed 90 minutes.

23.3.3 Administration shall make every reasonable effort to assign students to Independent Study teachers by similar grade levels.