



PALISADES CHARTER HIGH SCHOOL VIRTUAL ACADEMY INDEPENDENT STUDY CONTRACT 2022-2023

Student Name:

Contract Duration: 2022-2023

Parent Name:

Beginning Date:

Grade Level:

End Date:

Parent Email:

Student PCHS Email:

All virtual classes follow the same semester timeline as the traditional school year with assignments due on a weekly basis and a specific criteria set that must be met in order for the student to receive credit. Because of the independent nature of this course, it is important that the teacher, parents/guardians, and student agree to commit the time, energy, and responsibilities needed to complete it successfully.

Program Information:

Academic Delivery: The Virtual Academy content is delivered through online material that students read or listen to independently. According to AB 130 and AB 167, teachers of record will provide a required weekly seminar opportunity on zoom although students who are able, may attend in-person. This seminar is not required but encouraged. Virtual Academy Teachers will also be available during their Virtual Academy period for student in-person drop ins. Zoom meetings, except for the seminar, will be available by appointment only during the teacher's Virtual Academy period.

The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress:

- a. **Manner of Reporting:** Virtual
- b. **Time:** During school hours between [INSERT] and [INSERT]
- c. **Frequency:** Every 5 school days.
- d. **Place:** At the schoolsite or online via virtual live connection.

Parent Support: Families should contact Virtual Academy supervising teacher, coordinator, and the counselor if their child is having difficulty (academically or emotionally) in a subject area or in the program itself.

Ethics Policy: Students are expected to complete their own work at all times. If a student breaks this code, then the PCHS Ethics Policy will be enforced and may result in the student being removed from the course. Cyber bullying will not be tolerated. Students engaged in cyber bullying will meet with the academic dean to determine program continuation.

Communication: Students are required to check both their email, Remind communication, and Schoology on a daily basis for messages or updates from the instructor and/or coordinator unless at a Educational Site, which is handling this.

Method of Study: Specific methods of study will be explained on each of the student's courses on Schoology. Examples of methods of study for the student will include but are not limited to: State Testing, Independent Reading, Problem Solving, Study Projects, Drill & Practice, Computerized Curriculum, Synchronous instruction, Web/Internet Research, Library Research, Tests all within the assigned curricular programs being used each year. All work will be available through the curricular program and accessible for independent learning.

Method of Evaluation: All exams are required to be taken with Virtual Academy instructors unless in a specific program where the tests will be proctored at that site or through the IEP case carrier and approved by PCHS. Academic evaluation dates will be designated on the Student Pacing Sheet/Schoology. Evaluations will be available through and aligned with the Virtual Academy curricular program.

Grades: Grades will be entered on the school's Infinite Campus/Schoology portal. This system is accessible to all students and their families. Students and families are responsible for keeping track of grades earned, work completed, and work missing.

Resources: The school will provide appropriate instructional materials (texts) and personnel (tutoring centers and teachers) to assist the student in completing the assigned work. Assignments and specific resources will be designated on the Assignment Sheet/Pacing Plan on Schoology. Use of the school tutorial Study Center, Library, and Math Lab is highly encouraged. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. The school will confirm or provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

Meeting Requirements: Students are expected to meet with each teacher during the teacher's academic seminar meeting on Zoom or in-person. Module exams are proctored by a Virtual Academy teacher in a V.A. classroom/zoom. Under AB 130 and AB 167, teachers will provide a weekly academic seminar opportunity. Students are not required to attend the seminar; however, Virtual Academy coordinator, with the assistance of supervising teacher, encourage students to attend and will begin a tiered re-engagement for students not attending seminars. To receive credit for science courses, students are required to attend science labs. **Missing over two science labs will result in a Fail.**

Board Policy Requirements:

1. For pupils in all grade levels and all programs offered by the School, the maximum length of time that may elapse between the time an independent study assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
2. The Executive Director/Principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
 - a. The Executive Director/Principal or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:

- i. When any pupil fails to complete four (4) assignments in any course in which the pupil is enrolled.
- ii. In the event pupil's educational progress falls below satisfactory levels which is indicated by failing to earn a passing grade in any course in which the pupil is enrolled and/or as determined by the assigned supervising teacher which considers ALL of the following indicators:
 1. The pupil's achievement and engagement in the independent study program, as indicated by the pupil's performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
 2. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
 3. Learning required concepts, as determined by the supervising teacher.
 4. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school. A missed appointment shall be considered a "missed assignment" for purposes of the Board Policy.

Attendance: Attendance in independent study is based on 1) the daily engagement of the Student on instructional activities required by PCHS on school days (M-F, non-holidays); and 2) the time value of the student's work product as determined by the credentialed supervising teacher. As a result, to receive full attendance, students must engage in an some instructional activity required by PCHS on each school day and the amount of work produced each week must be judged by the supervising credentialed teacher to be of equal value to the days of work assigned.

Objectives: The student will complete the courses registered on Infinite Campus/Schoology. All course objectives will be consistent with the established charter school's board policy above and are consistent with state standards The pupil shall engage in content provided by the Charter School which is aligned to grade level standards that is substantially equivalent to in-person instruction. As a high schools, this shall include access to all courses offered by the local educational agency for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria.. The Assignment Sheet on Schoology will include descriptions of the major objectives and grading policy covered by this agreement and PCHS procedures and policies including the evaluation of student work..

Statement of Academic and Other Supports for Special Populations: The Charter School shall utilize its intervention and re-engagement procedures to address the needs of pupils who are not performing at grade level, or who need support in other areas, such as English Learners, pupils in foster care or pupils who are experiencing homelessness, and/or pupils requiring mental health support. The Charter School complies with the Individuals with Disabilities in Education Act ("IDEA") and is committed to meeting the needs of individuals with exceptional needs in order to be consistent with the pupil's individualized education program ("IEP"). Policies, procedures, and guidelines are in place to ensure that pupils are identified, assessed, and provided a free appropriate public education in the least restrictive environment. The Charter School complies with Section 504 of the federal Rehabilitation act of 1973 (29 U.S.C. Sec. 794) and is committed to providing

equivalent access to and providing a free appropriate public education to all students with disabilities.

Statement of the Measures of Academic Achievement to be Earned by the Pupil Upon

Completion: Students, grades 9-12, shall obtain academic credits towards Charter School graduation requirements as follows.

To be completed by coordinator: Courses and Credits to be Earned Upon Completion of the Semester/Year

Course Name	Credit

Voluntary Statement: It is understood that independent study through the Virtual Academy is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

Pupil-Parent-Educator Conference: Before signing this written agreement, the parent or guardian of a pupil may request that the Charter School conduct a telephone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

By completing the information below all Parties signing below, agree to be bound by the terms of this Contract and the Virtual Academy Student Rules and Responsibilities incorporated herein. This Contract is for students attending the Virtual Academy during the 2022-2023 school year.

By signing my name below and submitting this form to the Virtual Academy, I affirm that I have read the PCHS Virtual Academy Contract on the above pages and agree to its terms¹.

Title	Signature	Date
Pupil		

¹ Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.

Title	Signature	Date
Parent/Guardian/Caregiver (if pupil is under the age of 18)		
Certificated employee who has been designated as having responsibility for the general supervision of independent study		
Certificated employee designated as having responsibility for the special education programming of the pupil, as applicable		