



TEMPLE CITY UNIFIED SCHOOL DISTRICT  
**TC Virtual Academy - Elementary**  
Independent Study School

# Master Agreement

**School Year 2022/2023**

**Entry Date:**

**Exit Date:**

Student: \_\_\_\_\_ M F O Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone # Mobile (\_\_\_\_) \_\_\_\_\_ Phone # Work (\_\_\_\_) \_\_\_\_\_ Other Phone # (\_\_\_\_) \_\_\_\_\_

School of Residence: \_\_\_\_\_ Last School Attended: \_\_\_\_\_

## REPORTING: Scheduled Teacher Appointments

(Manner, time, frequency and place for submitting pupil's assignments, for reporting the pupil's progress, and for communicating with pupil's parent or guardian regarding a pupil's academic progress)

Students are required to meet with their teachers on a regular basis at the scheduled class times as listed in the course syllabi and teachers' course information. Students sign up for additional appointments via an online calendar. Students meet with their teachers synchronously (live) via CANVAS each day. Some students may require more frequent contact with their teachers in order to support student success. Parents have a CANVAS observer account which allows them to access student grades and view student's academic progress.

## OBJECTIVES, METHODS OF STUDY, METHODS OF EVALUATION, AND RESOURCES

Subject/course objectives reflect the curriculum adopted by the district's governing board and are consistent with district standards as outlined in the district's subject/course descriptions. A class syllabus/pacing guide will be provided online for every course. Each course syllabus/pacing guide includes course objectives, study methods, resources supplied, manner and frequency of assignments, method of evaluation guidelines, required class and individual student meetings and teacher contact information specific to each class. Students will be provided with teacher support services, curriculum, and related instructional material.

The specific objectives, methods of study, methods of evaluation, and resources for each assignment covered by this agreement are described in the course syllabi, which are part of this agreement. Any subsidiary agreements are also part of this agreement. The student will complete the grade level class utilizing a blended program delivered online via synchronous and asynchronous modes. The manner of submitting work is via online, email attachment or other pre-approved means as required in course syllabi.

Connectivity: If needed, the school site will provide access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.

**ASSIGNMENTS: Maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.**

For K-6<sup>th</sup> grade students in independent study, the maximum length of time, which may elapse between the time the assignment is made and the date by which the student must complete the assigned work is twenty consecutive school days for long-term independent study. Three missed assignments, or substandard/incomplete work (see below - the level of satisfactory educational progress), will require an evaluation to determine if the student will be allowed to continue in independent study.

The level of satisfactory educational progress shall be determined based on all the following indicators:

- 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.
- The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- Learning required concepts, as determined by the grade level teacher.
- Progressing toward successful completion of the course of study as determined by the grade level teacher.

**ACADEMIC AND OTHER SUPPORTS**

Academic and other supports (academic intervention, counseling) may be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.

*To be completed by Office*

**CLASS ENROLLED:**

- 1. ELA**
  
- 2. Math**
  
- 3. Science**
  
- 4. Social Studies**
  
- 5. Art**
  
- 6. PE**

## **VOLUNTARY STATEMENT**

Independent Study is an optional educational alternative in which no student may be required to participate; traditional classroom instruction has been offered and is always available. In the case of expelled students (Education Code §48915) and/or students whose expulsion has been suspended (Education Code or §48917), the student has been offered the alternative of classroom instruction.

## **EQUITABLE PROVISION OF RESOURCES AND SERVICES**

The independent study option is to be substantially equivalent in quality and quantity to classroom instruction, and students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

### **TC Virtual Academy Policies and Procedures**

- The parent agrees to provide assistance and support and is required to check for completion and quality of assigned work on a regular basis.
- Parents and students are responsible for checking student's progress and current grade status each week on-line.
- Syllabi are provided on-line.
- Dress code policy will be enforced. No clothing of any kind with alcohol, tobacco, or inappropriate messages will be allowed.
- All students in grades 3rd-6th are required to take state mandated testing - California Assessment of Student Performance and Progress (CAASPP). This includes the Smarter Balanced System of Assessments, California Science Test, Physical Fitness (5th), and TCUSD common interim assessments.
- Any student from a district that does not require a parent initiated inter-district transfer will have District approval on file with TC Virtual Academy Attendance and Records.
- Parent signature on Master Agreement authorizes consent.
- Parents and students agree to support the rules and regulations of TC Virtual Academy as described in the Student Handbook.
- TC Virtual Academy does not provide anything of value that is not provided for all students enrolled in similar public schools.
- Students with an active Individualized Educational Plan (IEP) may not enroll with TC Virtual Academy unless their IEP specifically provides for enrollment in independent study. Subsidiary agreement(s) are considered a part of this agreement: course syllabi, pacing guide, course catalog, etc.

### **Parent/Guardian's Agreement**

- I grant permission for the named student to enroll in independent study, an optional alternative educational program offered by the Temple City Unified School District: TC Virtual Academy.
- I agree to work closely with the teacher(s) on implementation and evaluation of the assignments for my student. I may also utilize a tutor to help with this role. If a tutor is utilized, the tutor must also sign this agreement.
- I understand that I have the right to review my student's progress in the program and disenroll at any time.
- I understand all materials are the property of Temple City Unified School District and must be returned to TC Virtual Academy upon termination. I agree to pay for any lost, damaged, or unreturned materials.
- I understand that I am responsible for checking my student's progress and current grade status each week online.

- I understand my student must participate in all state mandated testing in grades 3rd-6th - California Assessment of Student Performance and Progress (CAASPP). This includes the Smarter Balanced System of Assessments, California Science Test, Physical Fitness Testing, and Common Interim Assessments for all grades.

### **Student's Agreement**

- I will meet with TC Virtual Academy teachers regularly according to the frequency, date, time, manner, and location specified in the course syllabi, course contract, or as required by my teacher(s).
- I agree to provide all assignments and materials on the date they are due. With prior approval, and when circumstances justify, the supervising teacher may extend the maximum length of an assignment period.
- Credit will be given only after I complete all my assigned work and it has been evaluated by the teacher and deemed satisfactory.
- I am responsible for the information and materials presented during a missed class.
- I understand that I am responsible for checking my progress and current grade status at least weekly online.
- I understand I must participate in all state mandated testing - California Assessment of Student Performance and Progress (CAASPP) in grades 3-6. This includes the Smarter Balanced System of Assessments, California Science Test (5th) and Physical Fitness Testing (5th) and common interim assessments for all grades.

### **Synchronous (live) virtual or in-person attendance is required for:**

- District and state mandated assessments. (*In- person attendance will follow the California Department of Public Health guidelines and California Department of Education requirements.*)

### **General Guidelines**

- Student/parent understands that this enrollment is for a period of one academic school year.
- Student/parent understands continued enrollment will be based on the determination whether independent study is an appropriate strategy for this student.
- Students enrolled with TC Virtual Academy may not be enrolled as a full-time student in any other public school.
- All students enrolling in TC Virtual Academy have the option of classroom instruction at a Temple City Unified School District high school of residence. Enrollment is continuously voluntary.
- Students must adhere to the due dates listed online for each course.

### **Parent Conference**

Upon the request of the parent or guardian of a pupil, a phone, videoconference, or in-person pupil-parent-educator conference or other school meeting may be held during which the pupil, parent or guardian, 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.

**PARENT/GUARDIAN - Please complete**

1. Does student have an active Individual Education Plan (IEP)/Special Education?  Yes\*  No  
\*No individual with exceptional needs, as defined in Education Code 56026, may participate in independent study unless his/her individualized education program (IEP) specifically provides for that participation.
2. Does student have a Section 504 Plan?  Yes\*  No  
\*Please provide a copy of student's 504 Plan.

**SIGNATURES AND DATES**

*I have read and understand the terms of this agreement and agree to all the provisions set forth.*

**STUDENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

(If other than parent, circle one) emancipated minor/ caregiver/ guardian/ other

**Principal or Designee** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Supervising Teacher** \_\_\_\_\_

**DATE** \_\_\_\_\_

*Other Assisting Person(s) - signatures and dates (if applicable).*