



Karma Duffy, Principal  
Ryan Knutson, Vice Principal

## Independent Study Learning Agreement

School of Enrollment: Virtual Academy

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ ID#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent Phone: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Programs: \_\_\_\_\_

Assigned Device: \_\_\_\_\_ Assigned Hotspot: \_\_\_\_\_

Placement: Long-Term Course-Based Independent Study Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

# of Credits per Course: \_\_\_\_\_

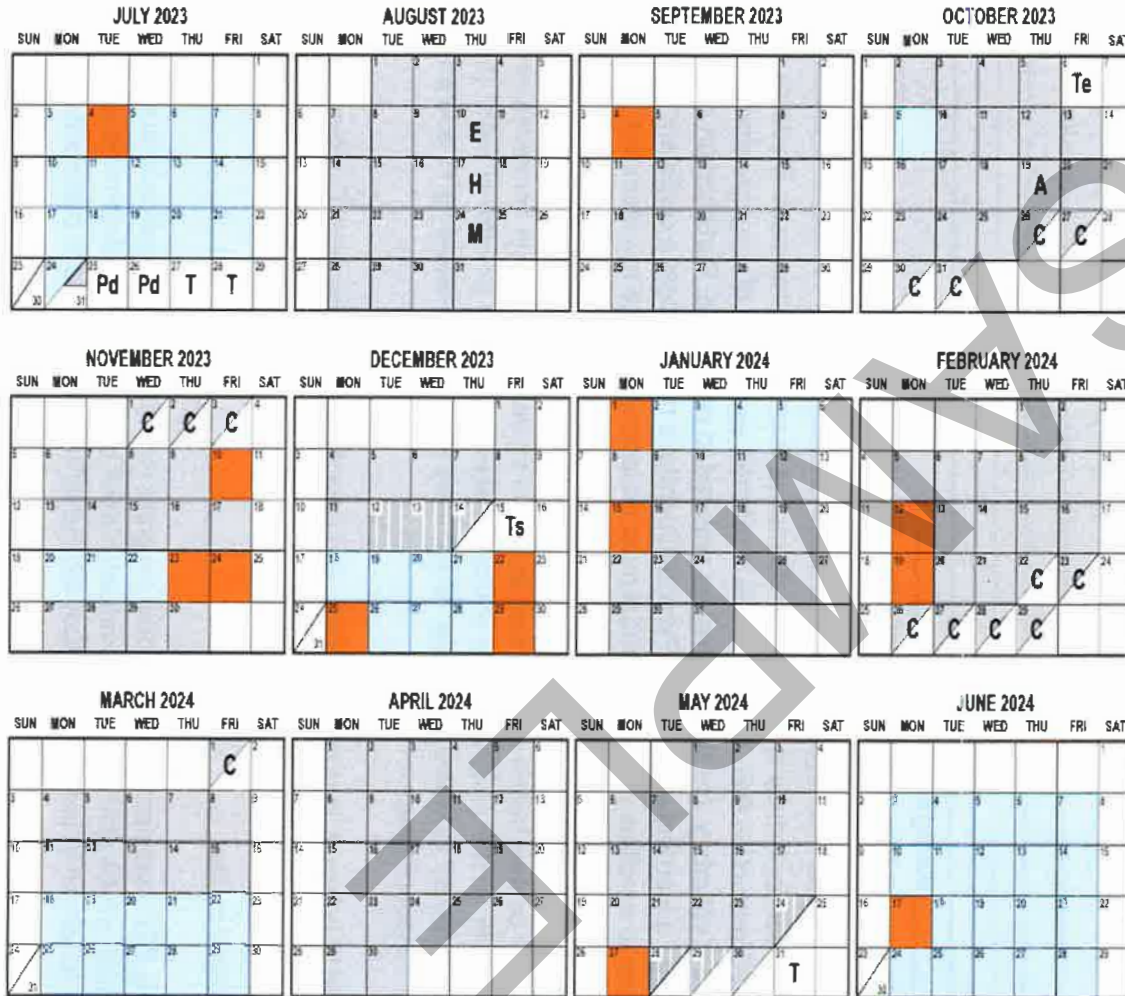
**Board Policy 6158:** Independent study is a voluntary alternative learning environment. Students must be offered classroom-based instruction first. A student that is referred as a result of a suspension or expulsion may participate only if it is voluntary. No student may be required to participate. Participation must be approved by all participants through a learning agreement. Parents/Guardians may request a conference to discuss educational options prior to enrollment. Students must meet residency and age requirements, including an interdistrict transfer when applicable. If a student is 19-21 years of age, they must have been continuously enrolled in school since their 18th birthday with no gaps in enrollment. Students that qualify for home and hospital are not eligible for course-based independent study. All students must meet immunization requirements. Students with an IEP (individualized education plan) must have an offer of FAPE (free appropriate public education) for independent study. All students will have the equal rights and privileges of students in the regular school program.


All courses are certified to be equal in quality, quantity, and rigor of in-person classes. Courses reflect the SBCUSD (San Bernardino City Unified School District) Board adopted curriculum and are aligned to local and state standards. Students will receive the equivalent instructional minutes as classroom-based instruction, unless otherwise permitted by law.

All students must make SEP (satisfactory educational progress) to remain in independent study. Tiered re-engagement strategies will be utilized and an evaluation shall be conducted to determine whether it is in the student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress or is in violation of their learning/supplemental agreements.

**School Calendar/Schedules:** School days, minimum days, exam days, holidays, and vacation days are identified in the SBCUSD school year calendar.

## 2023-2024 Traditional School Calendar/Calendario de año tradicional para 2023-2024



- |                                     |   |  |
|-------------------------------------|---|--|
| <input type="checkbox"/>            | <b>Traditional</b><br>Traditional   |  <b>Holiday Day Release</b> |
| <input type="checkbox"/>            | <b>Vacation/Non-Student Day</b><br>vacaciones/fuera de escuela  |  |
| <b>T</b>                            | <b>Teacher Work Day/Non-Student Day</b><br>Día de trabajo / Día no estudiantil  |  |
| <b>Te</b>                           | <b>Teacher Work Day (Elementary)/Non-Student Day</b><br>Día de trabajo / Día no estudiantil (elemental)                                   |  |
| <b>Te</b>                           | <b>Teacher Work Day (Middle/High School)/Non-Student Day</b><br>Día de trabajo para maestros (secundaria/preparatoria)/Día no estudiantil |  |
| <b>Pd</b>                           | <b>Professional Development Day/Non-Student Day</b><br>Día de capacitación profesional / Día no estudiantil                               |  |
| <b>E</b>                            | <b>Back to School Night - Elementary</b><br>La noche de regreso a la escuela - primaria   |  |
| <b>M</b>                            | <b>Back to School Night - Middle School</b><br>La noche de regreso a la escuela - secundaria  |  |
| <b>H</b>                            | <b>Back to School Night - High School</b><br>La noche de regreso a la escuela - preparatoria  |  |
| <b>A</b>                            | <b>Open House - Alternative Schools</b><br>Casa Abierta - Escuelas Alternativas   |  |
| <input type="checkbox"/>            | <b>Full Day-Elementary and Middle Schools</b><br>Día completo - escuela elemental y secundaria  |  |
| <input type="checkbox"/>            | <b>Final Exams-High Schools Only</b><br>Exámenes finales de preparatoria únicamente   |  |
| <input type="checkbox"/>            | <b>Minimum Days</b><br>Días mínimos - todos los alumnos   |  |
| <input checked="" type="checkbox"/> | <b>Minimum days-All Students</b><br>Días mínimos - todos los alumnos  |  |
| <input checked="" type="checkbox"/> | <b>Minimum days-All Students/High School Finals</b><br>Días mínimos - todos los alumnos exámenes finales de preparatoria                  |  |
| <b>C</b>                            | <b>Elementary Parent/Teacher Conferences</b><br>Conferencias entre padres/maestros para primaria  |  |
| <input type="checkbox"/>            | <b>Full day for all other students</b><br>Día completo para los demás alumnos   |  |



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### Elementary School (Grades TK-5)

Monday Late Start Schedule	
Times	Monday
8:00-9:40am	Independent Work
9:40-10:30am	Instruction
10:40-11:30am	Instruction
11:40-12:30pm	Instruction
12:30-1:00pm	Lunch
1:00-2:30pm	Small Groups & Independent Work
2:30-2:50pm	Independent Work

Regular Day Schedule (Tues-Fri)	
Times	Tuesday-Friday
8:00-8:50am	Instruction
9:00-9:50am	Instruction
10:00-10:50am	Instruction
11:00-12:30pm	Small Groups & Independent Work
12:30-1:15pm	Lunch
1:15-2:50pm	Independent Work

Minimum Day Schedule	
Times	Block
8:00-8:50am	Instruction
9:00-9:50am	Instruction
10:00-10:50am	Instruction
11:00-12:00pm	Small Groups & Independent Work
12:00-12:30pm	Lunch

### Middle School (Grades 6-8)

Monday Late Start Schedule	
Times	Monday
8:00-9:40am	Independent Work
9:40-10:10am	Per. 1
10:15-11:15am	Per 2. (with Advisory)
11:20-11:50am	Per. 3
11:55-12:25pm	Per. 4
12:30-1:00pm	Lunch
1:00-1:30pm	Per. 5
1:35-2:05pm	Per. 6
2:05-2:45pm	Independent Work

Regular Day Schedule (Tues-Fri)			
Times	Tues/Thur	Wed/Fri	
8:00-8:55am	Per 1	Per 2	
9:00-9:55am	Per 3	Per 4	
10:00-10:55am	Per 5	Per 6	
11:00-12:30pm	Small Groups & Independent Work		
12:30-1:15pm	Lunch	Lunch	
1:15-2:45pm	Independent Work		

Minimum Day Schedule	
Times	Periods
8:00-8:30am	Per. 1
8:35-9:35am	Per. 2 (with Advisory)
9:40-10:10am	Per. 3
10:15-10:45am	Per. 4
10:50-11:20am	Per. 5
11:25-12:00pm	Per. 6
12:00-12:30pm	Lunch





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## High School (Grades 9-12)

Monday Late Start Schedule		
Times	Monday	
8:30-9:40am	Independent Work	
9:40-10:10am	Per 0 (Advisory)	
10:10-12:00pm	Independent Work	
12:00-12:30pm	Lunch	
12:30-3:30pm	Independent Work	

Exam Day Schedule A (Dec 12 & May 28)		
Times	Periods	
8:30 – 10:15am	Period 1	
10:20 – 12:00pm	Period 2	
12:00-12:30pm	Lunch	
12:30-1:30pm	Independent Work	

Regular Day Schedule (Tues-Fri)		
Times	Tuesday - Friday	
8:30 – 9:15am	Period 1	
9:20 – 10:05am	Period 2	
10:10 – 10:55am	Period 3	
11:00 – 11:45am	Period 4	
11:45am – 12:15pm	Lunch	
12:15-3:30pm	Independent Work	

Exam Day Schedule B (Dec 13 & May 29)		
Times	Periods	
8:30 – 10:15am	Period 3	
10:20 – 12:00pm	Period 4	
12:00-12:30pm	Lunch	
12:30-1:30pm	Independent Work	

Minimum Day Schedule (July 31, Dec 14, May 24, & May 30)		
Times	Periods	
8:30-9:20am	Per. 0 (Advisory)	
9:25-10:00am	Period 1	
10:05-10:40am	Period 2	
10:45-11:20am	Period 3	
11:25-12:00pm	Period 4	
12:00-12:30pm	Lunch	
12:30-1:30pm	Independent Work	



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**Class Schedule:** All students will follow the provided class schedule available to them in AERIES. Students will attend classes based on the bell schedules.

**Reporting:** Parents are responsible for providing transportation to and from in-person events. Students will be required to participate in in-person events throughout the school year, including but not limited to district benchmarks and state testing.

**I acknowledge that this is a voluntary decision to enroll my child in independent study. I understand that I am responsible for ensuring my child is attending their scheduled classes everyday and agree to provide transportation to and from any in-person events.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**I acknowledge that this is a voluntary decision to enroll in independent study. I understand and commit to attending all of my classes on time everyday and to participate in any in-person events.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Objectives:**

- All courses will address the California state standards within their subject area using the SBCUSD adopted curriculum.
- Lesson objectives will be provided by the classroom teacher during instruction or through the LMS (learning management system) such as Google Classroom, Edmentum, APEX, etc.

**Methods of Study:** Classes will be conducted through a Google Meet or Zoom. These links are available through the student's Google Classrooms. Students will be required to have their cameras on with their entire face showing during synchronous instruction, live interaction, small groups, assessments, and 1-on-1 meetings. Students are required to complete their asynchronous work.

<input type="checkbox"/> Year <input type="checkbox"/> Semester (18-wk) <input type="checkbox"/> Semester (9-wk)	<input type="checkbox"/> Teacher-Led <input type="checkbox"/> Facilitator-Led <input type="checkbox"/> Both	<input type="checkbox"/> Daily Synchronous Instruction (Live with Teacher) <input type="checkbox"/> Daily Asynchronous Instruction (Independent) <input type="checkbox"/> Daily Live Interaction Opportunity with Teacher <input type="checkbox"/> Weekly Synchronous Instruction Opportunities (Live with Teacher)	<input type="checkbox"/> Textbooks & Workbooks <input type="checkbox"/> Online Textbooks & Workbooks <input type="checkbox"/> Edmentum <input type="checkbox"/> APEX (Honors Classes Only)
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### Participation/Engagement:

Participation and engagement will be documented through AERIES. Parents must have an AERIES parent portal and agree to receive emergency/general notifications in AERIES. Parents will receive daily notifications through AERIES for an absence if their child is not participating/engaging.

### Grades 9-12 ONLY:

- Students that are **on pace** (no missing or late assignments/assessments) and have a C or higher in every class will only be required to attend period 0 (Advisory), and their regularly scheduled weekly 1-on-1 meeting with their supervising teacher. These students can attend periods 1-4 as needed for academic support.
- Students that are **off pace** (have missing or late assignments/assessments), have a D or F in any class, or are not making progress towards IEP goals (if applicable), will be required to attend period 0 (Advisory), their regularly scheduled weekly 1-on-1 meeting with their supervising teacher, and **any period** that they are off pace or have a D or F in.

**I understand that I am responsible for ensuring my child has their camera on with their entire face visible and completes all asynchronous (independent) work. I agree to receiving general and emergency notifications and that when I receive an automated call about attendance, it is referring to my child's participation and engagement.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**I agree to have my camera on with my entire face visible. I commit to completing all of my asynchronous (independent) work each day and to make progress towards the standards.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Manner/Time/Frequency/Place:

All classroom assignments and assessments will be assigned/submitted virtually through the LMS. Synchronous and asynchronous work must be completed and turned in by the due date. Due dates are assigned by the classroom teacher and are located within the LMS. Acceptance of late work is at the discretion of the teacher, however, the maximum length of time between when the assignments are made and the date by which they must turn in the assigned work cannot exceed more than 20 consecutive school days. If extenuating circumstances exist, the school administrators may allow for a longer period of time between the date an assignment is made and when it is due. In no event, shall the due date of an assignment be extended beyond the end of the grading period or the termination date of the agreement, whichever comes first.



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### Grading:

- ☐ Trimester Standards-Based Grading (1-Not Meeting, 2-Partially Meets, 3-Meets, 4-Exceeds, /-Not yet taught)- Report cards, progress reports, and conferences
- ☐ Letter Grades (A, B, C, D, or F)-Quarter and Semester Grades with Poor work notices in between.
- ☐ English Language Development (Emerging, Expanding, Bridging, Reclassified)
- ☐ Grading for Specialized Academic Instruction (0-Dependent, 1-Introduction, 2-Emerging, 3-Application, 4-Rehearsal, 5-Independent)-Report cards and conferences
- ☐ Citizenship, Work Habits, Other Comments (As Applicable)

### Physical Education Requirements:

Students in grades 1-5 and any other student enrolled in a PE (physical education) course, is required to complete and submit a bi-weekly physical education log to their classroom teacher. The PE log must be signed by both the parent and the student. These logs will record the date, activity, intensity, and duration of their physical activity. The time spent in their PE class counts as physical activity and should be recorded on the log. Students are required to document the following amount of time each week on their PE log:

- **Grades 1-5:** 100 minutes per week of physical activity
- **Grades 6-12:** 200 minutes per week of physical activity

Students will need to have an appropriate work space to participate in PE activities.

**I understand that I am responsible for ensuring my child completes their additional PE time and that their bi-weekly PE log is signed and submitted.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**I agree to meeting my PE minutes each week and will submit my signed PE logs.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Methods of Evaluation:

Teachers will grade and provide students with a variety of assignments and proctored classroom assessments using their grading scale. The types of assignments and methods of assessment may vary. Students will also be required to take other proctored district and state assessments as applicable, some of which will be in-person. These assessments may include but are not limited to: CAASPP, CAA, CAST, CA Physical Fitness Test, NWEA, Let's Go Learn, Universal Screeners, ELPAC, AELPAC, and STAR.



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Even though the state allows for students to opt out of state testing, I understand that my child must complete their required school, district, and state proctored assessments as a condition of this agreement.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I understand that I must complete any required school, district, and state proctored assessments as a condition of this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Methods of Communication:** Parents must have an active ParentSquare account. Grades will be assigned by the classroom teacher and will be available through AERIES or Google Classroom. In the event the school needs to contact the student or the parent/guardian, the following methods may be used but are not limited to: ParentSquare, phone, text, email, mail, and home visits. If the student's or parent's/guardian's contact information changes, they are required to immediately notify the school and provide any necessary documentation within 5 business days.

I agree to immediately notify the school of any change in contact information and to have and maintain an active AERIES and ParentSquare account.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

I agree to have an active AERIES portal account.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### **Supports & Resources:**

Resources for individual assignments will be provided by the classroom teacher and parents may need to pick up resources or materials. Some supports may have specific requirements or limits, while others may require a referral from the school counselor. See the Resources & Supports page for more information. The following is a list of available supports:

- **Virtual Academy Office:** (909) 888-0763
- **Website:** <https://virtuallearning.sbcusd.com/>
- **School Counselors:** (909) 888-0763





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- **School Nurse:** (909) 888-0763
- **504 Plans/IEPs:** (909) 888-0763
- **Academic Support (Small Groups)**
- **ATLAS** (Homeless and Foster Youth Services) - (909) 880-6850
- **Connect IE** ([Community and Social Service Programs](#))
- **Department of Behavioral Health** ([Mental Health and Substance Abuse](#)) - (909) 386-8256
  - Mental Health Hotline: (888) 743-1478
  - Substance Abuse Hotline: (800) 968-2636
- **Family Engagement Office** - (909) 880-4057
- **Grab and Go Meals:** ([Sign-Up Required](#) - See ParentSquare Posts)
- **Hazel Health** ([FREE Telehealth Services](#) and [Consent Form](#)) - (909) 531-5244
- **IEHP Health Navigator** (Help signing up for IEHP) - Martha Quiroz: [Quiroz-M@iehp.org](mailto:Quiroz-M@iehp.org)
- **Learning Lab:** (909) 888-0763
- **National Suicide Prevention Hotline** (Dial 988 or call 1-800-273-8255)
- **Partners Against Violence** ([Sexual Assault Services](#))
- **STEAM Lab:** (909) 888-0763
- **Technology Issues:** CyberTech (866-223-8685)
- **Tiered Re-engagement:** (909) 888-0763
- **Tutoring**
  - BrainFuse Tutoring is available through [SBLink](#)
  - Student Interns
  - Valdez In-Home Tutoring Services (Limited Spots - See school counselor for more information)
- **United Way** ([Community Resources](#) - Dial 211)
- **Victor Community Counseling** (Limited Spots - See school counselor for more information)
- **Windsor Center** (Mental Health Crisis Stabilization Unit-Open 24/7) - (909) 361-6470

**I am aware of the available resources and supports that are available to my child.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**I am aware of the available resources and supports that are available to me.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Satisfactory Educational Progress:** SEP is determined by the student's achievement of standards; participation/engagement; completion of assignments, assessments, or other indicators; learning of required concepts; and progress towards the successful completion of the course(s) of study. A program review shall be conducted whenever the student does the following in one or more courses:

- does not make progress towards the state and local standards
- does not participate/engage in synchronous/live instruction for 3 school days in a week or 50% of the school days in a month



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- does not complete assignments, assessments, or other indicators for 3 school days in a week or 10% of the instructional time in a month
- Is missing 4 or more assignments/assessments
- violates their learning/supplemental agreements

When a student is at-risk of not making SEP, tiered re-engagement strategies will be used. These strategies may include but are not limited to:

- verification of contact information
- parent/guardian notification
- address technology needs
- home visit
- parent-teacher conference
- outside referrals
- returning the student to in-person learning

If it is determined that a student is not making satisfactory educational progress through tiered re-engagement or if a parent wishes to return their child to in-person instruction, the school shall develop a plan to return the child to in-person learning within 5 instructional days.

In the event that establishing services or supports within an IEP will result in exceeding this 5 day turnaround, the child will be immediately returned to in-person learning or once those supports or services are in place.

#### **Supplemental Agreements:**

Additional supplemental agreements may be added throughout the duration of this agreement and will be considered part of this agreement. These include but are not limited to: student/parent handbook, course syllabi (grades 6-12), IEPs, 504 Plans, program reviews, addendums, Online Code of Conduct, etc.

**I understand and agree that my child must make satisfactory educational progress to remain enrolled in independent study and will meet with the school if a program review is scheduled or as requested.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**I understand and agree that I must make satisfactory educational progress to remain enrolled in independent study.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



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**I have read, understand, and agree with all of the terms and conditions listed above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Teacher Signature

\_\_\_\_\_  
Date

☐ IEP Case Carrier

\_\_\_\_\_  
SAI Teacher Signature (If different)

\_\_\_\_\_  
Date

☐ IEP Case Carrier



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## Online Code of Conduct

As a student at the Virtual Academy.....

- **Dress Code:**

- I will portray myself in a respectable and professional way.
- I will wear appropriate clothing which may include t-shirts, polos, button-down shirts, blouses, sweatshirts, shorts, jeans, and dresses.
- I will avoid wearing articles of clothing that cover my face such as sunglasses and bandanas.
- I will avoid wearing clothing that is see-through or overly-revealing.
- I will avoid wearing pajamas.
- I will avoid wearing clothing that contains profanity, derogatory terms, racial slurs, or sexual content.

- **Camera:**

- I will be present, participate, and engage with my camera on.
- I will have my camera on at all times while I am in class and/or connected with my teachers.
- I will have my entire face from the neck up visible.
- I will maintain eye contact with my camera to demonstrate my commitment to learning.

- **Surrounding Environment:**

- I will be aware of the surroundings in my virtual background.
- I will attend classes and complete my assignments in a distraction-free learning space.
- I will avoid having side conversations and multi-tasking while in class.
- I will eat during break times and lunch to minimize distractions.
- I will have an appropriate work space to participate in PE activities.

- **Technology:**

- I will immediately contact CyberTech at (866) 223-8685 if I am having issues with my device.
- I will keep my device clean and free from food and liquids so it works properly.
- I will avoid inappropriate websites and use my device for the intended purpose of learning.
- I will avoid sharing my password, accessing other people's accounts, and conducting illegal activities such as cyberbullying

- **Academic Integrity:** I will submit my own original and authentic work that is not copied or plagiarized from the Internet, classmates, or other sources. Assignments will be checked for plagiarism. Any unoriginal or plagiarized assignments or assessments may result in removal from independent study.

**I have read, understand, agree, and will ensure my child abides by the statements listed in the Online Code of Conduct.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I have read, understand, and agree with the statements listed in the Online Code of Conduct.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date