



**MARK TWAIN UNION SCHOOL DISTRICT**

**Master Agreement**

**Independent Study / L.E.A.P**

Learner Enrichment Achievement Progress

*Updated Program in Alignment with Assembly Bill 130*

**2021-2022 School Year –**

**Return 1<sup>st</sup> and Last page to District Office, 981 Tuolumne Ave; PO BOX 1359  
Angels Camp, CA 95222**

**Student First Name/Last Name\***

\_\_\_\_\_

**School Site\***

\_\_\_\_\_

**Grade Level\*** \_\_\_\_\_

For students receiving Special Education services, an IEP meeting will be required as part of Independent Studies enrollment. Does your student receive Special Education Services? \*

Yes

No

What Special Education Services does your student receive? \*

Special Education Services  English Learner Services  504 Plan  IEP

**Parent/Legal Guardian Contact Information:**

**First Name/Last Name\*** \_\_\_\_\_

**Home**

**Address\*** \_\_\_\_\_

**Cell Phone\*** \_\_\_\_\_ **Home Phone\*** \_\_\_\_\_





## MARK TWAIN UNION SCHOOL DISTRICT INDEPENDENT STUDY/L.E.A.P

**2021-2022 School Year**

**STUDENT CONTRACT:** Students of Independent Study are Mark Twain Union School District students and will be held to all Mark Twain Union School District standards both academically and behaviorally. Accordingly, in addition to usual applicable policies, the Independent Study contract incorporates expectations specific to Independent Study classrooms.

### **Attendance:**

- As a student you are expected to log in at your scheduled times so teachers are able to record accurate attendance and provide direct instruction. If an unexpected situation such as illness should arise, a parent will need to contact the School Site Attendance Office via phone (209.736.1855) call or email ([saustin@mtwain.k12.ca.us](mailto:saustin@mtwain.k12.ca.us)) to excuse the absence. In addition, you are expected to attend your in-person meetings. In-person meetings will be individual or at times with small groups. They will be 90 minutes one time per week. In addition to the 90 minutes: TK-K students will have 550 minutes of asynchronous and synchronous instruction 1-3: 1310 minutes per week, 4-8: 1410 minutes per week.

### **Independent Study Classrooms:**

- Participation and engagement are important components of Independent Study. All students in the Independent Study Classroom are expected to adhere to the following rules and best practices in order to ensure the best possible learning environment for all students.

### **Preparation:**

- You are expected to log into your classrooms at their scheduled times.
- Your Independent Study background must be your student workplace setting and not a virtual image. This setting must be appropriate to the other participants and offer enough light for your face to be visible.
- You are expected to be in Mark Twain Union School District Schools dress code.
- You are expected to have a fully charged electronic device with a functioning web camera and microphone, as well as, earbuds or headphones with a microphone.

- You are expected to have a reliable WIFI connection. If you need assistance obtaining WIFI connection, please contact your school site principal, Mr. Pogue, 209.736.6533 ext 203 or the school secretary, Ms. Samantha @ 209.736.1855.

### **Participation:**

- You are required to comply with all guidelines set forth in the student handbook.
- You must arrive on time for each Independent Study class. If required by the platform, you will be admitted to the “waiting room” before being admitted to the class.
- You will log into each Independent Study session using your Mark Twain Union School District email and the specific instructions sent out by the teacher.
- Your screen name must be your first and last initial.
- All Mark Twain Union School District classroom rules and expectations apply to Independent Study Classrooms.
- Your posture before the camera must be conducive to active learning and participation (e.g., no reclining).
- Your full face must be visible in the camera frame.
- As expected of any class interaction, participants are to treat each other with courtesy and respect.
- Your work must be your own. Please review academic integrity and plagiarism guidelines in the student handbook.

### **Behavior:**

- All Independent Study Classroom Learners will be held to the Mark Twain Union School District Code of Conduct.
- All Independent Study Learners will be held to the Mark Twain Union School District Technology Agreement.
- Entering an Independent Study Classroom fraudulently using the name of another student, faculty or staff member will result in disciplinary action.
- Using any other name or moniker will result in disciplinary action.
- Entering an Independent Study Classroom for a class that is not part of your regular schedule will result in disciplinary action.
- Classroom meeting links and passwords are never to be shared.
- Disruptions to an Independent Study session may lead to the immediate removal of the student from an Independent Study session for part or the entire session. Repeated incidents will result in higher level consequences
- Students with an unexcused absence or who are removed from an Independent Study session for disruptive behavior may not receive any credit for the activity, class work, assessment, or participation that took place during the absence.
- Taking screenshots or screen recordings of Independent Study Classrooms without the explicit permission from the teacher is forbidden and will result in disciplinary action.

- Copying, pirating, or downloading software and electronic files without permission on Mark Twain Union School District devices is forbidden.

## **PARENT CONTRACT:**

Mark Twain Union School District will continue to deliver our usual high standards of education remotely but our partnership with you as parents is paramount to ensure students make the most of their Independent Study experience.

With this in mind, we ask that you assist your child:

1. To contact the Attendance Office via phone call 209-736-1855 or email [saustin@mtwain.k12.ca.us](mailto:saustin@mtwain.k12.ca.us) to excuse their child.
2. To establish a tidy, suitably resourced working desk or table at home free from unnecessary distractions.
3. To provide access to reliable Wi-Fi, a fully charged electronic device with a functioning web camera and microphone, as well as, earbuds or headphones
4. To follow their regular schedule, including transitions, lunch, Student Support, etc.
5. To be dressed appropriately for any Independent Study sessions per the Mark Twain Union School District Dress Code.
6. To have discussion about and reinforce appropriate behavior in Independent Study sessions, for example treating other students with respect and waiting to be invited to speak so that the same standards are maintained remotely as would be in an in-person classroom.
7. To provide the appropriate amount of support for the age level of your child.
8. Give direction and advice to my child on assignments without judging or telling them exactly what to do or how to solve their problem. Their work must be their own and their teacher must know where they are successful or where they are struggling.

If you observe your child's Independent Study classroom, you are considered a visitor to the classroom and will follow the school campus visitor procedures and must comply with Governing Board Policy. You must abide by the requirements set forth below:

1. All visitors to the Independent Study Classroom must check in with the classroom teacher upon arrival.
2. Some of our students have unique challenges. These challenges can manifest behaviors that are inappropriate. In many cases, these students have academic or behavior plans unique to them. In these situations, please trust the teacher's judgment and do not intervene. The teachers know each student's history, which they are not at liberty to share with parents.
3. Please avoid judging the teacher's actions. If you have a concern and don't understand a teacher's behavior, please find an appropriate time to sit down and discuss it. This allows for the flow of teaching to be uninterrupted.

4. If you have concerns about your child's instruction, please reach out to your child's teacher outside of class time. Discussing your child's specific needs during class times also distracts the teachers from class responsibilities. The teachers are more than willing to listen during non-instructional times of their day. While they are teaching, their focus must be on the whole class or the smaller groups with whom they are working.
5. I understand that the laws that protect the privacy of student educational records, including FERPA, apply to the virtual delivery of instruction. MTUESD will not disclose information or records about other students during Distance instruction/teletherapy. Parents who are observing their children, may see other students receiving instruction/teletherapy. Please do your part to help maintain the confidentiality of the other students you observe.
6. *A word about confidentiality and privacy...* Teachers and parents have worked very hard to accept each other's uniqueness and those of the students. Discussing your child's day and/or your day with family, friends, etc. is a part of life. However, if these discussions at home jeopardize our school values or the confidentiality of an individual student in the classroom, please let the information remain with you alone. Please do your part to model appropriate behavior and conversation if you are discussing other students (i.e. not making fun of other students, spreading gossip, making remarks that are unkind, and the like.)
7. Finally, please be aware that, as part of this agreement, parents may not record or share any instruction from interactive learning provided by the Mark Twain Union School District Independent Study Classrooms or in regard to any individual teachers and/or students.

# MARK TWAIN UNION SCHOOL DISTRICT

## Master Agreement

### Independent Study / L.E.AP

#### 2021-2022 School Year

#### **Enrollment Status Change Allowed Within 5 Days of Request**

**Independent Study is required to be offered by each school district for 2021-22 school year as outlined in Assembly Bill 130 (does not apply to charter schools).** For the 2021-22 school year only, school districts and county offices of education (COEs) must offer Independent Studies.

**Mark Twain Union School District is hereby notifying parents of this option for 2021-22 school year.** For the 2021– 22 school year only, MTUESD is notifying the parents and guardians of all enrolled students of their options to enroll their child in in-person instruction or Independent Study during the 2021–22 school year. This notice includes written information on the MTUESD website, including, but not limited to, the right to request a student-parent-educator conference meeting before enrollment, student rights regarding procedures for enrolling, disenrolling, and reenrolling in Independent Study, and the synchronous and asynchronous instructional time that a student will have access to as part of independent Study.

**These changes will take effect immediately and provide only 30- days to revise board policies and written agreements.** For the 2021–22 school year only, an LEA shall obtain a signed written agreement for Independent Study from the student, or the student's parent or legal guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of the Independent Study, and all persons who have direct responsibility for assisting the student no later than 30 days after the first day of instruction. This subparagraph does not relieve Mark Twain Union School District from the obligation to comply with the new requirements, upon commencement of instruction for a participating student in the 2021– 22 school year, even if an updated written agreement has not yet been obtained.

**Requires parent/student/teacher conference prior to executing Independent Study written agreement.** Before signing this written agreement, and upon the request of the parent or guardian of a student, MTUESD shall conduct a phone, video conference, or in-person student-parent-educator conference or other school meeting during which the student, parent or guardian, and, if requested by the student or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports that will be available to the student in Independent Study, before making the decision about enrollment or disenrollment in the options available for learning.

**New definitions.** For purposes of Independent Study, the following definitions will now apply:

- **"Live interaction"** means interaction between the student and Mark Twain Union School classified or certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including, but not limited to, wellness checks, progress monitoring, provision of services, and instruction. This interaction may take place in person, or in the form of internet or telephonic communication.
- **"Local educational agency"** means a school district (MTUESD), county office of education, or charter school.
- **"Student-parent-educator conference"** means a meeting involving, at a minimum, all parties who signed the student's written independent study agreement pursuant to subdivision (g) of Section 51747 or the written learning agreement pursuant to subdivision (b) of Section 51749.6.
- **"Synchronous instruction"** means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the teacher and student. Synchronous instruction shall be provided by the teacher of record for that student pursuant to Section 51747.5.

**"Asynchronous instruction"** means homework, practice, classwork not performed in-person or during synchronous instruction but counts for grade and attendance. Asynchronous instruction shall be assigned and guided by the teacher of record for that student pursuant to Section 51747.5.

**Written policies must measure satisfactory educational progress.** The Mark Twain Union School District Independent study written policies the description of the level of satisfactory education progress and the number of missed assignments that will be allowed before an evaluation is conducted to determine whether Independent Study is in the best interests of the student.

- **"Satisfactory educational progress"** is determined based on all of the following indicators:
  - The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and student engagement (assessments, attendance, grad rates, etc.).
  - The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments.
  - Learning required concepts, as determined by the supervising teacher.
  - Progressing toward successful completion of the course of Study or individual course, as determined by the supervising teacher.



**Available courses.** MTUESD Independent Study program will provide content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction

**Tiered re-engagement strategies.** MTUESD written policies contain procedures for tiered re-engagement strategies for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of the written agreement. These procedures include, but are not necessarily limited to, all of the following:

1. Verification of current contact information for each enrolled student.
2. Notification to parents or guardians of lack of participation within one school day of the absence or lack of participation.
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary.
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the Independent Study program's impact on the student's achievement and well-being, consistent with satisfactory educational progress.

TK-K students will have 550 minutes of asynchronous and synchronous instruction

- 1-3: 1310 minutes per week, 4-8: 1410 minutes per week.
  - For students in grades 4 to 8, MTUESD written policies include a plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all students throughout the school year.
- 4-8: 1410 minutes per week.

**Permit swift transition out of Independent Study.** MTUESD policies include a plan to transition students whose families wish to return to in-person instruction from Independent Study expeditiously, and, in no case, later than five instructional days.

**Supports for students.** MTUESD policies include a statement detailing the academic and other supports that will be provided to address the needs of students 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 student's individualized education program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.

**Documenting interaction.** MTUESD will document each student's participation in live interaction and synchronous instruction each school day, in whole or in part, for which Independent Study is provided. A student who does not participate in Independent Study on a school day shall be documented as non-participatory for that school day. MTUESD

will maintain written or computer-based evidence of student engagement that includes, but is not limited to, a grade book or summary document that, for each class, lists all assignments, assessments, and associated grades. This will be subject to annual audit.

**Electronic Signature.** Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE), 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 are satisfied.

**Not waivable by the State Board of Education.** None of the new provisions are subject to waiver by the state board, State Superintendent, or under any provision of Part 26.8 (commencing with Section 47600).

**New Audit of student/teacher ratios.** Commencing with the 2021–22 fiscal year Guide for Annual Audits of K–12 Local Education Agencies and State Compliance Reporting, the Controller shall incorporate verification of the student/teacher ratios, including fiscal penalties for noncompliance.

I have read the 2021-2022 Independent Study Student Master Agreement and I agree to the terms applied. I also understand that I will have to conference with the school staff and sign a Master Agreement by September 10, 2021. (Student Acknowledgment) \*

I agree

I do not agree

Student Full Printed Name: \_\_\_\_\_

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

Date \_\_\_\_\_

I have read the 2021-2022 Independent Study Master Agreement and I agree to the terms applied. I also understand that I will have to conference with the school staff and sign a Master Agreement by September 10, 2021. (Parent Acknowledgment) \*

**\*You will be contacted by school staff to schedule a meeting.**

I agree

I do not agree

**Parent/Guardian Full Name, printed:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Date** \_\_\_\_\_