

# SANTA ANA UNIFIED SCHOOL DISTRICT

## EDUCATIONAL SERVICES

### MASTER AGREEMENT for Santa Ana Virtual Academy (SAVA), a Course-Based Independent Study Program serving students in Grades TK-12

Welcome to Santa Ana Virtual Learning Academy with the Santa Ana Unified School District! For the 2023-2024 school year, all students are offered the option of choosing in-person learning at a school site or participating in Independent Study (learning at home). Parents and students who choose the Santa Ana Virtual Academy/Independent Study option are required to comply with the information outlined in this Master Agreement. There will be no exceptions to this agreement. This agreement shall not exceed the 2023/2024 school year.

**Objectives, Methods of Study, Methods of Evaluation, and Resources:** We understand that the student is to complete the subjects/courses listed below and that 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. The teacher(s) will evaluate submitted work and assign standards-based grades for elementary grade levels and letter/credit-based grades for secondary grade levels.

Subject/Course	Duration/Credits	Method of Work Submission	Method of Evaluation	Resources
Language Arts, Math, Social Sciences, Science, Language other than English, Visual and Performing Arts, Physical Education, Electives, etc.	Elementary courses will last the entire year. Intermediate/high school courses will be semester courses, and each course is worth 5 credits.	Google Classroom, Canvas, APEX, email, and in-person drop-off.	Evaluation will be based on CA State Standards and SAUSD Guidelines. Report Cards will be assigned: TK-5 graders will be on the trimester system (three reporting periods), and 6-12 graders will be on the semester system (two reporting periods). Progress reports will be provided to students' mid-trimester/semester respectively.	Resources will be provided through Google Classroom, Canvas, APEX, shared via email, and discussed during office hours, synchronous learning, and daily live interaction. Some resources will need to be picked up from SAVA.

**Delivery of Instruction:** Teacher(s) is/are responsible for providing instructional content through synchronous instruction and that a parent/caretaker assumes the responsibility of following through with some instruction, reinforcing content, supporting the student through work completion, and assisting with work submission. Student engagement is critical to academic success, and SAVA students are expected to keep the school device's camera on and to use the Chat feature during synchronous instruction.

**Reporting (Attendance):** We understand that students are required to attend class for synchronous instruction every day. We understand that arriving on time is critical and staying for the entire class/period is vital to the academic success of our students. Parents are expected to monitor their student's attendance and academic progress using the Aeries Parent Portal.

**Manner of Reporting (Attendance): Distance Learning - Zoom/Google**

**Classroom Frequency: Daily**

**Day(s): M-F**

**Time: 8:30 AM – 3:00 PM**

**Location: Virtual/Online**

**Assignments:** We understand that, according to District policy, the maximum length of time allowed between the assignment and the assignment due date is one week (unless otherwise specified such as a long-term project/assignment).

**Academic Progress:** We understand that teachers are required to report and communicate the student's academic progress. If the student falls below the level of satisfactory educational progress noted below, an evaluation will be conducted to determine whether the student should remain in Independent Study or return to the in-person instructional program.

Satisfactory educational progress is determined by a combination of student achievement, student academic performance on assessment measures, completion of assignments, learning required concepts and progress toward successful completion of assigned courses. Secondary students receive progress reports at the six-week and twelve-week grading periods of each semester. Elementary students receive report cards every 12 weeks. During this time, students who are missing 50% of their assignments in any given class will be referred to the Coordination of Services Team (COST) to determine whether the student will be allowed to continue at SAVA.

Progress will be reported by the SAVA Teacher of Record to the Administrator on a frequent basis. The teacher of record will consistently and regularly report academic progress to the student's parent/caretaker as well. When a student falls below Satisfactory Academic Progress, he/she will be at risk of having their Independent Study Master Agreement revoked, thereby returning to regular instruction at the home school site.

**Suggested Minutes:** We understand that the CA Department of Education has set minimum requirements for students in grades TK-3 to receive daily synchronous instruction but that the remainder of a student's school day should be supplemented with instruction facilitated by a parent/caretaker. Students in grades TK and K should engage in learning for a minimum of 180 minutes per day (combination of synchronous and asynchronous learning). Students in grades 1, 2, and 3 should engage in learning for a minimum of 230 minutes per day (combination of synchronous and asynchronous learning). Students in grades 4 – 12 should engage for a minimum of 240 minutes per day (combination of synchronous and asynchronous learning).

**Equitable Provision of Resources and Services:** The independent study content is aligned to grade-level standards substantially equivalent to in-person instruction. High school students shall have access to all courses offered for graduation and approved by the University of California or the California State University as creditable under the A–G admissions criteria.

# SANTA ANA UNIFIED SCHOOL DISTRICT

## EDUCATIONAL SERVICES

### MASTER AGREEMENT for Santa Ana Virtual Academy (SAVA), a Long-Term Independent Study Program serving students in Grades TK-12

**Academic and Other Supports:** We understand that support will be provided as outlined in the Santa Ana Virtual Academy Multi-Tiered Systems of Support (MTSS) to meet the academic, behavioral, and socio-emotional needs as well as in the areas noted below.

Need/Concern	Support/Resources Provided	Responsible Person(s)
Academic	A plethora of support will be provided, depending on the student's needs. These include working with the teacher during Office Hours, additional time to complete the assignment, participation in supplemental instructional programs, and/or modification of the assignment. Instructional materials for students may be picked up at SAVA.	Teacher of record and parent/caretaker, SAVA Support staff and/or administrator(s).
English Language Development	Daily ELD support and differentiating instruction.	Teacher of record.
Exceptional Needs/ 504 Plan	Exceptional needs support will be determined as appropriate by the IEP team. 504 supports will be implemented if applicable.	IEP team and Teacher of record.
Foster/Homeless	Same supports as outlined in in-person instruction.	Teacher of record and District Liaison.
Social-Emotional/ Mental Health	Same supports as outlined in in-person instruction.	The teacher of record will consult with the appropriate resource/support personnel.
Connectivity Issues	SAVA students are provided laptop computers which are District property but loaned to students for academic use. Headsets are available, and their use is strongly encouraged. District Hotspots will be provided if connectivity becomes an issue.	SAVA Support Staff

**Voluntary Statement:** We understand that the Santa Ana Virtual Academy/Independent Study is an optional educational alternative that students/parents voluntarily select, including students covered under California Education Code sections 48915 and 48917. All students who choose SAVA/Independent Study must be offered the alternative of classroom instruction, and they must have the continuing option of returning to the classroom.

**Quality and Quantity: Rights and Privileges; Resources and Services:** The Santa Ana Virtual Academy/Independent Study option is to be substantially equivalent in quality and quantity to classroom instruction. Students who choose to engage in SAVA/Independent Study are to have equality of rights and privileges with the same access to existing services and resources as students in the regular school program. We understand, however, that SAVA/Independent Study requires substantial support and guidance from a parent/caretaker daily.

**Special Education Provision:** If a student with exceptional needs has an Individual Education Plan (IEP), as defined in Education Code 56026, the student may participate in independent study if the student's individualized education program specifically provides for that participation. If a parent or guardian of an individual with exceptional needs requests independent study, the student's individualized education program team shall make an individualized determination as to whether the student can receive a free appropriate public education in an independent study placement. A student's ability to work independently, the student's need for adult support, or the student's need for special education or related services shall not preclude the individualized education program team from determining that the student can receive a free appropriate education in an independent study placement.

**Parent/Student/Educator Conference:** We understand that we can request a parent/student/educator conference to discuss the Santa Ana Virtual Academy/Independent Study requirements. We will contact the District Administration to arrange this conference. We understand the time commitment involved in supporting our child's academic success and are committed to this educational option. We have read and understand the terms of this agreement and agree to all the provisions.

Student's Home School: \_\_\_\_\_

Counselor: \_\_\_\_\_

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

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

#### Signatures and Dates:

Student \_\_\_\_\_ Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_ Supervising Teacher \_\_\_\_\_ Date \_\_\_\_\_

Special Education Support \_\_\_\_\_ Date \_\_\_\_\_  
(if applicable)