

## Da Vinci 2018-19 Independent Study Enrollment Agreement

Student Name:	Agreement Duration: 1 academic year
DOB:	Beginning Date:
Address:	End Date:
Parent E-Mail:	Grade Level / Core:
Parent Phone Number:	Teacher(s):
Program Cohort (check one): <input type="checkbox"/> MT <input type="checkbox"/> TF <input type="checkbox"/> HSC	

For pupils in grade levels kindergarten through 8th grade attending Da Vinci Innovation Academy (CDS Code: 19 76869 0128728) (“Da Vinci”), the maximum length of time that may elapse between when an assignment is made and the date by which the pupil named above (“Student”) must report to the teacher and submit the completed work shall not exceed 50 school days. Students will submit work and demonstrate progress, either through small group meetings, one-on-one meetings, or via telecommuting. Meeting dates and times will be conducted at regular intervals and determined by the teacher and family. A Student’s parent, guardian, or caretaker (“Parent”) must attend each meeting with the teacher and Student where the Parent’s presence is required by the teacher. Upon the end of the semester, students in the grades kindergarten through eight shall meet the Da Vinci grade-level (or grouping cluster) objectives and advance to the next level.

**Learning Objective:** The major objective for the duration of this agreement is to enable the student to progress academically at their ability level through appropriate work in order to meet the Da Vinci grade-level (or grouping cluster) objectives and advance to the next level.

**Method of Study:** Methods of study for the student may include, but are not limited to: individual or group projects; classroom-based instruction; independent reading; problem solving; textbook assignments; study groups; discussions; journals; experiential learning; digital curriculum; Internet; text-based or field research; field trips; and workshops.

**Method of Evaluation:** Academic evaluations to measure mastery and growth will be administered during regular intervals as appropriate and may include, but are not limited to: Measures of Academic Progress (MAPs) Assessments; Developmental Reading Assessment (DRA); public presentations of learning; teacher-developed tests/quizzes; student conferences; chapter/unit tests; observations; work samples; state standardized testing; small group presentations; learning journals; community projects; and labs.

**Resources:** Da Vinci will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. These will include resources reasonably necessary to the achievement of the objectives, and resources that are normally available to every student on the same terms as those on which they are available to all. Examples of personnel who will be made available to the student may include, but is not limited to a certificated classroom teacher. Examples of instructional materials that will be made available to the student may include, but are not limited to: online interactive program/resources, textbooks (digital and/or hard copy), workbooks and a school-based collection of educational resources. Assignments and specific resources will be designated by the teacher and provided to families at regular intervals throughout the term of this agreement.

**Family Commitment:** Da Vinci is a collaborative learning community, where how you learn is as important as what you learn. This agreement details your roles and responsibilities as Parent Educators.

As a collaborative partner in my (our) Student’s learning community, I, as Parent(s), will strive to meet all the following requirements: (please check each section to acknowledge agreement):

- 1. Attend all required school meetings, events and scheduled conferences concerning my Student. This includes:**
  - a. **Homeschool Hybrid Program (2 days on campus):**
    - i. Attend Parent Educator Conferences and/or work journal meetings for *each* work journal
    - ii. Participate in Student-Led Conferences *once per semester*
  - b. **Homeschool Collaborative Program (1 optional workshop day on campus):**
    - i. Attend Student Led Conferences *each* learning period
    - ii. Parent Educator Conferences are optional but recommended!
  - c. Attend Students’ Exhibitions (*each semester*) and Presentations of Learning (*2<sup>nd</sup> semester*)  
*Note: Families are responsible for arranging make-up sessions for any missed meetings/conferences within one week of the event.*

- 2. **Support my Student’s achievement of the Da Vinci Learning Goals/Standards by seeking to meet the following guidelines:**
  - a. Working towards teacher-assigned Learning Goals in Math and English Language Arts (Hybrid program) or Math, ELA, Science and Social Studies (Collaborative program)
  - b. Assuming responsibility to support my Student’s mastery of Learning Goals/Standards by:
    - Spending a minimum of 30 minutes reading each homeschool day (independently and/or facilitated by Parent Educator)
    - Spending a minimum of 60 minutes each homeschool day writing and learning Math-related skills plus additional Science and Social Studies learning for students in the Collaborative Program

*Note: Da Vinci staff will support you by providing workshops, resources, and in-class learning*
  - c. Supporting and reinforcing at-school learning and norms (“ways of being”)
  - d. Supporting Da Vinci’s commitment to project-based, constructivist learning
  - e. Understanding Da Vinci may set forth required deadlines for assignments

□ 3. **Commit to daily engagement with learning in accordance with the chart below:**

Grade	Required Instructional Days Per Year	Required Instructional Minutes Per Year	Daily Breakdown in Hours
K	175	36,000	3.4 hrs
1-3	175	50,400	4.8 hrs
4-8	175	54,000	5 hrs

- 4. **Follow all independent study requirements and provide evidence of academic engagement at home by:**
  - a. Completing and submitting **Work Journal Daily Engagement Logs** by the **due date indicated on the work journal**.
  - b. Providing **original** (not copies) **home school work samples per work journal/learning period** to be kept for audit purposes. Homeschool Hybrid Program requires 6 samples; Homeschool Collaborative Program requires 10 samples. Examples of acceptable samples include:
    - Writing samples
    - Journal entries
    - Worksheets
    - Screen shot of online work with handwritten comments
    - Annotations of learning by student
    - Organized scratch paper showing work
    - Photos with descriptions/explanation
    - Other (check with teachers)

- 5. **Proactively maintain effective and collaborative communication with staff by:**
  - a. Responding to communication from staff within 48 hours
  - b. Allowing 48 hours (unless urgent) for staff to respond and avoiding phone calls/texts past 5pm and on weekends
  - c. Addressing concerns directly with the person involved (please avoid triangulation or spreading misinformation)
  - d. Promptly communicating with staff when concerns or challenges arise
  - e. Assuring the school has accurate emergency and contact phone numbers, addresses and email **at all times**
  - f. Signing the Da Vinci Independent Study Agreement **prior to the first day of enrollment**

- 6. **Teach & model compassionate communication and support Da Vinci Habits during interactions within our community by:**
  - a. Supporting Da Vinci **Habits of Heart and Mind** (reflection, exploration, collaboration, flexibility, perseverance, empathy)
  - b. Supporting students in developing a **flexible mindset** by celebrating “struggles” and recognizing *effort over intelligence* (we highly recommend families read Mindset by Carol Dweck)
  - c. Using **engagement strategies** and **relationship-based communication** to motivate learning rather than rewards or punishments (we highly recommend families read How to Talk so Kids Will Listen and Listen so Kids Will Talk by Adele Faber and Elaine Mazlish and Punished by Rewards by Alfie Kohn)

- 7. **I understand and agree to the following terms pertaining to the Da Vinci community:**
  - a. I understand and support that Da Vinci utilizes **technology**, among many tools, in its teaching processes.
  - b. I understand that State of California **standardized testing (CAASPP)** is required of all students in grades 3-8, that the school gains its funding through the state, and although the standards inform but are not the drivers

- of student learning, and that over 95% participation is essential for the school's overall health and continued operation.
- c. I understand that it is important to **notify the school immediately if I choose to no longer have my child attend Da Vinci.**
- d. I understand that I should make sure my child **puts away trash and equipment to ensure campus is kept safe and clean.**
- e. I understand that if my student has or has ever had an **Individualized Education Plan (IEP)**, I must provide a copy of the IEP and the IEP must specifically provide for the child's enrollment in an Independent Study program.
- f. I understand that it is the **Family's (parent/guardian(s) and the student) responsibility to provide any needed transportation** for meetings, field trips, and other travel.
- g. I understand that the **Family is liable for the replacement or cost of replacement for lost, damaged, incomplete, or unusable books, technology and other school property** used by child.

**8. As key partners in the Da Vinci community, I will:**

- a. Understand and support the mission of Da Vinci Schools
- b. Uphold school community limits and support the guidelines set forth in the handbook
- c. Treat all community members with kindness, care, respect and consideration
- d. Agree to utilize compassionate communication and our conflict resolution process when conflicts occur
- e. Do my best to create a safe and healthy environment at home and at school
- f. Take responsibility for learning, as well as the development and pursuit of passions
- g. Contribute to the well-being of others, so everyone can become a caring and confident learner
- h. Work actively to develop the Da Vinci Habits of Heart and Mind

**Assignments and Board Policies:**

1. For Students in all grade levels, the maximum length of time that may elapse between when an assignment is made and the date by which the Student must complete the assignment shall not exceed 50 school days. (These assignment periods will be referred to hereinafter as "Work Journal Periods.")
2. A Student may not turn in his/her work journal late, miss more than 2 work samples, submit insufficient record of work during any Work Journal Period, or miss more than 1 regularly scheduled/mandatory\* meeting, before an evaluation may be conducted to determine whether it is in the best interest of the Student to remain in Independent Study or whether the Student should return to the regular program. Failure to comply may result in additional meetings/requirements/accountability measures as outlined by supervising teachers and/or Principal or his/her designee. Therefore, should a Student fail to turn in his/her work journal on time, fail to submit the required number of work samples, submit insufficient record of work during any given Work Journal Period, or should a Parent or Student miss more than 1 scheduled meetings, the following actions will apply:
  - a. **First occurrence:** Both the Parent and the Student will receive a FIRST NOTICE OF NONCOMPLIANCE. A time period not to exceed 1 week will be given for: (1) the Student to complete and submit the delinquent assignments in person to his/her teacher or administrator, if the Student has failed to turn in his/her work journal on time, failed to complete more than 2 work samples, or submitted insufficient record of work; or (2) the Parent to schedule a meeting with the teacher and Student, if the Parent or Student has missed more than 1 regularly scheduled/mandatory meeting. Additionally, the Student will be expected to maintain progress on all currently assigned school work during this same time period.
  - b. **Second occurrence:** Upon the second occurrence, both the Parent and Student will receive a SECOND NOTICE OF NONCOMPLIANCE, and both will be required to meet with the School Director or his/her designee to conduct an evaluation to determine whether it is in the best interest of the Student to remain in Independent Study. A written record of the findings of this evaluation and any pursuant actions outlined in this evaluation shall be signed and agreed upon by all participants and treated as a mandatory interim pupil record. This record will be maintained by the school for three years from the date of the evaluation.
  - c. **Final occurrence:** A third occurrence will constitute sufficient indication that Independent Study is not the proper placement for the Student. Both the Parent and the Student will receive a NOTICE OF REMOVAL and the Student will be released from this voluntary Independent Study program consistent with applicable law.

\*Mandatory meetings required by teachers consist of Student Led Conferences (SLCs), Exhibition, Presentations of Learning (POLs), meeting requests indicated as "mandatory" by your child's teacher to address concern about his/her progress and Work Journal/PEC meetings for each Work Journal Period.

**Voluntary Statement:** It is understood that Independent Study is an optional educational alternative in which no student may be required to participate. In the case of a student 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 student through independent study only if the student is offered the alternative of classroom instruction.

The Da Vinci independent study option is to be substantially equivalent in quality and quantity to classroom instruction.

**Signatures and Dates:**

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

\_\_\_\_\_ Date: \_\_\_\_\_  
Student

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/ Legal Guardian/ Caregiver

\_\_\_\_\_ Date: \_\_\_\_\_  
Certificated General Supervising Teacher

\_\_\_\_\_ Date: \_\_\_\_\_  
Other Person with Direct Responsibility for Providing Assistance to Student

\_\_\_\_\_ Date: \_\_\_\_\_  
Other Persons with Direct Responsibility for Providing Assistance to Student