

SCHOOL FOR INTEGRATED ACADEMICS AND TECHNOLOGIES

SIATech Academy South Independent Study Administrative Regulations 2017-2018

All of the policies and procedures outlined in these regulations adhere to the SIATech Academy South Board Policy that was approved for Independent Study.

Contents

1. Student Enrollment Process

1.1. Enrollment Documents required for all students

1.1.1. InfoSnap registration printout

1.1.2. WIOA Enrollment/Referral form

1.1.3. Proof of Residency

1.1.4. Prior Student Transcripts/ILP

1.2. Enrollment Documents required for students who meet specific criteria

1.2.1. EL Status Determination Checklist

1.2.2. Caregiver Affidavit

1.2.3. Homeless Affidavit

1.2.4. TDap Immunization

1.2.5. Course Evaluation of Study for Foster/Homeless/ Adjudicated Youth

1.2.6. Other

2. Initial Meeting with the Teacher

2.1. Required Documents

2.1.1. Master Agreement

2.1.2. Acknowledgement of Responsibilities

2.1.3. Student Learning Log

2.1.4. Learning Period Assignment Log

- 2.1.5. Individual Learning Plan and Graduation Plan
- 2.2. Mandatory Assessments
 - 2.2.1. Baseline Assessments
 - 2.2.2. Growth Assessments
- 2.3. Establish lab time and weekly meeting days
- 2.4. Set up required student log-ins
- 2.5. Take a photo for student ID
- 2.6. Issue supplies (e.g. flash drive/ Module/ Binder)
- 2.7. Take-home devices
- 3. Weekly meetings
 - 3.1. Grading of assignments
 - 3.2. Work Samples
 - 3.3. Attendance
 - 3.4. Missed meeting follow up
- 4. Drops
 - 4.1. Educational Options
 - 4.2. Withdrawal Process
- 5. End of Year
 - 5.1. Submitting grades
 - 5.2. File Maintenance

1. Student Enrollment Process

- 1.1. Enrollment Documents- **Bold** items are required documents. Student file section indicators are associated with each form. (S1= Section 1, S2 = Section 2 etc.)
 - 1.1.1. **InfoSnap SIATech Registration**- The student must complete the online InfoSnap SIATech registration form and sign it. If the student is a minor, a parent or guardian must also sign. If a student indicates that he or she has received special education services, the **IEP** must be reviewed prior to the student's enrollment in SIATech to determine if Independent Study is an appropriate placement. Once the enrollment process is complete, the InfoSnap information must be verified, imported to Power School and printed for the file. (S1)
 - 1.1.2. **WIOA Enrollment/Referral Form**-In order for a student to be eligible to participate in SIATech Independent study he or she **MUST** be referred to SIATech by a WIOA program or referred to a WIOA program by SIATech. The WIOA registration form or SIATech referral form must be inserted in the student's permanent file. (S1) If assessment information (TABE, CASAS etc.) is available, collect it at enrollment. (S4)
 - 1.1.3. **Proof of CA residency**- Students must provide a valid CA ID with a CA address or a utility bill verifying that the student is a CA resident and a resident of the county. The utility bill does not have to be in the student's name. This form must be provided annually. (S1)
 - 1.1.4. **Prior Transcripts/ ILP**- Transcripts and Special Ed/504 records can be obtained from the previous school by using a **Transcript Request Form**. Transcripts must be evaluated and credits entered into Power School once the student is enrolled. A copy of the transcripts and the ILP must be inserted into the student's file. If a student has no prior transcripts then an ILP with "no prior transcripts" in the notes section must be in the file. (S2)
- 1.2. Conditional enrollment documents required for students who meet specific criteria- **Bold** items are required documents. Student file section indicators are associated with each form. (S1= Section 1, S2 = Section 2 etc.)
 - 1.2.1. **EL Status Determination Checklist**- the teacher or ITA must complete this form for any student who does not have a language designation in CALPADS and answered yes to any of the questions on the Home Language Survey or is designated as EL in CALPADS. (S1)
 - 1.2.2. A **Caregiver Affidavit** must be completed for any minors who are living with a caregiver other than a legal guardian. (S1)
 - 1.2.3. A **Homeless Affidavit** must be completed for all students who indicate they are homeless. This form may be collected at registration or at any time during the student's enrollment if their housing status changes. This form serves as the proof of residency for homeless students. (S1)

- 1.2.4. **TDap Immunization verification** must be provided for all students who are 16 or 17 years old and who will not turn 18 within 30 days of enrollment. The verification can be a transcript or a vaccination record. (S1)
- 1.2.5. **Course Evaluation of Study for Foster/ Homeless/ Adjudicated Youth** must be completed for students who indicate that they are currently or have been in foster care, are homeless or have been in the juvenile justice system. (S1)
- 1.2.6. Other site or student specific documents may be added (e.g. initial student survey, WIOA release of information form) (S1)

1.3. Enrollment/ Orientation Procedures

- 1.3.1. Collect all required documents and make sure that all forms are signed by the student and the parent or guardian if the student is a minor. If the student has an IEP, forward the document to the Special Education teacher for review prior to enrollment. All IEP documentation must be filed separately in the Special Education file and cannot be stored in the student's regular file.
- 1.3.2. Provide students and parents with an overview of the SIATech program, including graduation requirements and courses offered.
- 1.3.3. Request student transcripts from the previous school.
- 1.3.4. Verify that all student information has been entered into InfoSnap and transfer it to Power School. The date that the information is entered will be the student's enrollment date. This date should be as close as possible to the initial meeting date.
- 1.3.5. If the student required the ELL Determination checklist, scan and upload it into Power School.

2. Initial meeting

Schedule Initial meeting - Once the enrollment documents have been filled out, the teacher must schedule an initial meeting with the student. The teacher should give him or herself enough time to evaluate the student's transcripts and write the master agreement for the year before the initial meeting. *No attendance can be recorded prior to the signing of the master agreement and until the student turns in assigned work.*

2.1 Documents that must be prepared prior to the initial meeting:

- 2.1.1. **Master Agreement-** A new master agreement (MA) must be signed for each year. The agreement must be signed by the teacher and any other adults working with the student, the student, and the parent or guardian if the student is a **minor**. The MA must include the courses and credits that the student will complete during the year. At this time the teacher and student must determine when the student will meet with the teacher and when the student will attend lab time. This form will be created using Report Writer, see the Report Writer training

documentation for instructions. The teacher must enter the student into the courses they will be completing for the year in Schoology. (S3)

2.1.2. **Acknowledgement of Responsibilities-** These will print with the MA and need to be reviewed and signed. All signatures and dates must match the MA. (S2)

2.1.3. **Student Learning log-** Students are responsible for tracking their learning on a log that is printed from Report Writer for each learning period. The student or teacher must initial each day that he or she worked on the curriculum and they must check the subjects that they worked on. *Attendance can only be collected for days that the student or teacher initials.* If the teacher initials the engagement log they must have back-up documentation to show that the student engaged with the curriculum that day. This can be LMS log-in data, lab sign-in sheet, text-message, email, Google doc or other resource. Backup documentation is not stored in the student files, but should be available if an auditor requests it. (S5)

2.1.4. **Learning Period (LP) Assignment Log-** The teacher must print an assignment log for each learning period. This assignment sheet must be kept in the student's file at the site. The assignment log must accurately reflect what the student is completing during the LP.(S5)

2.1.5. **Individual Learning Plan-** Review the student's ILP (in Power School) and **Graduation Plan.** The plan is an overview of what the student must complete in order to receive a SIATech Diploma. Each year must have a minimum of 50 credits unless the student needs fewer than 50 credits to graduate. (S2)

2.1.6. All students must complete the **Digital Awareness requirement in the orientation course.**

2.2. Mandatory Assessments

2.2.1. Baseline Assessments- In accordance with the SIATech pre/post guidelines, every student must be given a pretest in STAR Math and STAR Reading and an Essay. The **pretest reports for Math and Reading** must be included in the student's folder with the graded pre-writing **essay.** (S4)

2.2.2. Growth Assessments- Students will be tested using the STAR reading and math assessment when they are enrolled and quarterly.(S4)

2.3. Establish lab time and weekly meeting days

2.4. Set up required student log-ins-this happens automatically when the student is enrolled in Power School.

2.5. Take a photo of the student for the student ID

2.6. Issue Supplies (this may include: flash drive/ Module/ Binder/Lanyard)

2.7. If a student requires a computer to access the curriculum, the teacher will determine the student's eligibility and the student will fill out a **Computer Sign-Out Form.** (S2)

3. Weekly Meetings

3.1. Grading of Assignments

3.1.1. Assignments must be given in increments that do not exceed 25 days using the **Assignment and Work Record Sheet** in Report Writer. Each week, or every 5 school days, the student must meet with the teacher to review the work that was assigned for the week. Most likely many of the assignments will be graded already if the student has attended lab hours. The assignment grades must be recorded on the progress record for each module or in the online grade book. Subject area teachers must enter final grades for their subject in Schoology. Ultimately, the supervising teacher is responsible for determining the amount of work that has been completed for the week and the time spent on the work, so if assignments have been graded by someone other than the supervising teacher they must be reviewed. At the end of each learning period a new assignment sheet must be created for the new learning period. Any incomplete assignments must be forwarded to the new assignment log and identified as “reassigned.”

3.2. **Work Samples** must be kept in the student’s file. The SIATech policy for student work samples is **one assignment per unit per LP**. All of the student’s work must be stored in the file until the end of the semester. Once the course grades have been entered, the excess work can be purged. **Work samples must be graded, labeled and identified on the assignment record**. An auditor should be able to pull a student’s folder, identify the work sample from the assignment record and review the actual sample. Original documents are preferred. (S6)

3.3. Attendance-Attendance accounting for charter schools is recorded in two ways, Daily Engagement and Time value.

3.3.1. Daily engagement is tracked by **Individual Student Logs**. Once the student has been assigned coursework in Report Writer the teacher must print a learning log for the learning period. Use the Grid Log- Assigned Courses. Each day the student, teacher or parent must initial to verify that the student accessed the curriculum that day. *Only dates that are initialed can be claimed in Power School for attendance*. This form must be collected and stored in the student’s file each learning period.(S3)

3.3.2. The teacher must maintain an **Assignment Log** for each learning period. Each week the teacher must check off the assignments that have been completed. (S3)

3.3.3. **Time Value** is the number of hours of work that a student does work throughout the week. Four hours is equal to one day of attendance. The teacher should assign approximately thirty hours of work per week to ensure that a student completes a minimum of twenty hours of work. **At the end of the attendance reporting period the supervising teacher must evaluate the student work to determine the total number of hours worked and the number of days that can be collected for the learning period.**

3.3.4. At the end of the learning period, the teacher must sign the **Student Learning Log**, and the **Assignment Log**. The dates and days of attendance collected must match. Then the attendance must be entered into Power School. Once the learning period is complete and all of the students' attendance on the teacher's caseload has been entered, a **Class Attendance Audit Report** must be generated in Power School, signed by the site administrator or designee and stored at the site with the annual attendance records.

3.4. Missed Meeting/Lack of Progress Follow Up

3.4.1. Students **must** meet with the teacher in person, or via online video at least twice per learning period. Work must be evaluated each learning period in order to collect attendance. Teachers will determine the appointment times and frequency in the master agreement. If a student misses a meeting, the teacher must make every effort to contact the student or parent/guardian to determine why the student missed the meeting. The meeting must take place in person or via an online video conference, and clear documentation of the meeting needs to be placed in the student file. (S6)

3.4.2. If a student misses two appointments or fails to complete 80% of the assigned work, then the teacher must notify the student in writing of the concerns and expectations. If the student fails to respond to the written warning and misses a third appointment he or she may be dropped from Independent Study.

4. Drops- Educational options

4.1. If a student drops from the program he or she must be provided with resources for educational options that are available. These should include their public school of residence if they are minors and their local adult school if they are adults. Job Corps can also be provided as an option.

4.2. Students must be withdrawn from Power School, dropped from all Schoology courses and transferred out in Report Writer. Send original documents to the district office and keep copies in the student file.

5. End of Year

5.1. All final grades must be entered into Power School. Final grades must be entered as students complete courses. Only credentialed teachers can enter final grades and by entering the final grade in Schoology the teacher is verifying that the student has met all course requirements.

5.2. Students who have completed must be dropped from the courses they have finished.

5.3. Student work can be purged from the files except for work samples. All other documentation must be stored for three years. Guidelines will be sent from the warehouse for how to send records.

DATE OF ADOPTION BY THE BOARD: August 15, 2017

July 31, 2017