

NCS Independent Study Policy

While Novato Charter School (NCS) is primarily dedicated to offering a classroom-based program, circumstances may arise for the option of short-term independent study. Because of these special circumstances, the Board of NCS authorizes Independent Study as an instructional strategy for students enrolled in Kindergarten through Eighth Grades. Independent Study provides a means for students in certain circumstances to pursue curriculum objectives outside the regular classroom. The length of an independent study program shall be a minimum of 1 day and not more than 45 school days. A request for independent study must be received at least one (1) school day before the commencement of the absence, except as otherwise approved by the Administrator. Independent study is conducted solely for the educational benefit for the students attending NCS as a means to encourage daily engagement in school work even during times of extended absence. The NCS Board has adopted the following policies in accordance with California Education Code Section 51747:

- a) Once an assignment has been made, the independent study program shall allow a maximum of five (5) school days for grades K-8 until the assignment must be completed and returned to the teacher for evaluation.
- b) The School shall not provide independent study students or their parents/guardians with funds or items of value that are not provided for other students and their parents/guardians.
- c) A written independent study master agreement for each student shall be maintained on file. Each agreement shall be signed and dated and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. The agreement shall include the following:
 1. A statement regarding the maximum length of time allotted between the assignment and the completion of a student's assigned work (5 days).
 2. The expected duration of the independent study agreement, including the beginning and end dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than 45 school days.
 3. An evaluation by a committee made up of the student's teacher and the Administrator as to whether it is in the student's best interest to participate in the independent study program at NCS during an extended absence whenever the student is missing three (3) or more independent study assignments. A written record of the findings of this evaluation shall be placed in the student's permanent record and shall be maintained for a period of three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.
 4. A statement that independent study is an optional educational alternative in which no student may be required to participate.
 5. Each written agreement shall be signed, prior to the commencement of the independent study, by the student, the student's parent, legal guardian, or caregiver, 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 other persons who have direct responsibility for providing instructional assistance to the student.

d) Attendance Accounting:

NCS recognizes that families may not evenly distribute student's work assignments over weekdays. However, due to strict State law requirements for charter school attendance, NCS expects each student to be engaged in an educational activity required of them in the assignment on each weekday that NCS is in

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session, and asks that this “daily engagement” be done on a daily basis. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period.

Administration of Independent Study

1. Each student’s independent study shall be coordinated, evaluated, and carried out under the general supervision of a certificated employee.
2. The responsibilities of the independent study administrator shall be to:
 - a. Ensure that the School’s independent study option is operated in accordance with law and NCS Board Policy.
 - b. Facilitate the completion of independent study written agreements.
 - c. Complete or coordinate the preparation of all necessary records and reports
 - d. Establish and maintain in a systematic manner all records required by law and NCS Board policy.
 - e. Monitor enrollment in independent study to stay within prescribed limits and to ensure the educational quality of the independent study.
 - f. Assure a smooth transition into and out of the independent study mode of instruction.

Independent Study Records

1. School records shall identify all students participating in independent study, and records shall be maintained at the School.
2. Records shall be maintained for audit purposes and shall include the following:
 - a. A copy of the NCS Board policy and procedures related to independent study.
 - b. A file of all agreements, with representative samples of each student’s work products bearing, signed or initialed and dated notations by the supervising teacher indicating that he/she has personally evaluated the work.

Adopted: 6/9/2020

Amended:

**SHORT-TERM SCHOOL-BASED
INDEPENDENT STUDY CONTRACT**

Student: _____

School Enrolled: _____

Student Number: _____

Grade: _____

Address: _____

City: _____

ZIP Code: _____ Phone: () _____

Age: _____

Birth Date : ____ / ____ / ____

Duration of Agreement: _____ days Beginning Date: _____ Ending Date _____

AGREEMENT:

We have read all pages of this agreement, including the Assignment and Work Record Form(s) made part of this agreement, and hereby agree to all the conditions set forth within:

Student Signature _____ Date _____

Parent/Guardian/Caregiver _____ Date _____

District/School Supervising Teacher _____ Date _____

Principal/Administrator: _____ Date _____

All dates must be before the student starts the Short-Term School Based Independent Study