

## **NOVATO CHARTER SCHOOL INDEPENDENT STUDY POLICY**

### **I. PURPOSE**

- A. To meet the educational needs of the pupil.
- B. To provide continuing and/or special study during travel or extended illness.
- C. To retain pupil eligibility for ADA apportionment.

### **II. POLICY**

A. Pupils of the Novato Charter School who will be absent from the school site for 5 or more consecutive instructional days may make arrangements for a short-term independent study contract. Educational opportunities offered through independent study are for continuing and/or special study during travel or extended illness.

B. To foster each student's success in independent study, the Board establishes 4 weeks as the maximum length of time that may elapse between the time an assignment is made and date by which the student must complete the assigned work. All assigned work must be completed and submitted no later than the end date of each contract, or the first day the student returns to school, whichever occurs first.

C. The maximum duration of each independent study contract for all pupils in grades K-8 may be up to four (4) weeks. Independent study may be extended beyond the end of date of the original contract for up to 2 additional independent study periods, (a total of up to 12 consecutive weeks), by completing and submitting a new written independent study contract prior to the expiration of the contract in force.

D. Pupils may be required to submit completed assignments and report his/her progress to the teacher at time intervals specified in the contract. Three or more missed assignments will initiate an evaluation to determine if it is in the best interest of the pupil to remain in independent study, or if the pupil should return to the regular school program. A written record of the findings of such evaluation shall be maintained in the pupil's permanent record.

E. The independent study by each pupil shall be coordinated, evaluated, and under the general supervision of a teacher/employee of the charter school who possesses a valid certification document pursuant to Section 44865 registered as required by law.

F. The written contract for each independent study pupil shall be maintained on file and shall include at least the following:

1. The manner, time, frequency, and place for submitting a pupil's assignments and for reporting pupil progress.
2. The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
3. The specific resources, including materials and personnel, that will be made available to the pupil.
4. A statement of NCS adopted policies regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study.
5. The duration of the independent study contract, including the beginning and ending dates for the pupil's participation in independent study under the contract. No independent study contract shall be valid for any period longer than one semester.
6. A statement of the measures of academic accomplishment appropriate to the contract to be earned by the pupil upon completion.

7. The inclusion of a statement in each independent study contract that the independent study is an optional educational alternative in which no pupil may be required to participate.
8. Each written contract shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For the purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 660) of the Family Code.

### **III. PROCEDURE**

#### **Prior to Absence:**

- Pupil and parent/guardian request an independent study contract from the class teacher.
- The class teacher establishes assignment's for the pupil to complete independently.
- The independent study contract is signed by the teacher, the pupil and the parent/guardian.
- The independent study contract is submitted to the director for approval.

#### **Upon Return to School:**

- Upon completion of the contract assignment/s and the pupil's return to regular day classes, the teacher evaluates the work and verifies that the contract has been fulfilled.
- The class teacher fills out the section of the contract showing the number of apportionment days which have been completed by the pupil.
- A sample copy of the assignment is attached to the contract to be kept on file.
- The director approves completion of the assignment, and fulfillment of the contract.

#### **Office Procedure**

1. The office manager keeps the school copy of the contract until such time that the contract has been fulfilled and evaluated.
2. Completed assignments/contracts are kept on file in the school office for 5 years.