



INDEPENDENT STUDY POLICY

Nevada City School of the Arts (“NSOTA” or the “Charter School”) may offer independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education designed to teach the knowledge and skills of the core curriculum. NCSOTA shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Charter Governance Council for implementation at NCSOTA:

1. For pupils in all grade levels offered by NCSOTA, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be within five (5) days after the end of a learning period.
2. A pupil must not have more than three (3) missing assignment per week, and in addition to, for long term (defined as 20 days or more) independent study, parent/legal guardian of pupil must sign up for a conference at the end of a learning period to review and plan the assignments. The School Director, or designee, shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study if these requirements are not met. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.
3. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
 - ◆ The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
 - ◆ The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
 - ◆ The specific resources, including materials and personnel that will be made available to the pupil.
 - ◆ A statement of the policies adopted herein 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.
 - ◆ The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.

- ◆ A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
 - ◆ The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
 - ◆ Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is less than 18 years of age, 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 purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.
4. **Use of Electronic Signatures:** When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable laws, electronic signatures may satisfy the requirement of a written signature when transacting business with the School and/or with parents/guardians and pupils when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy.

For the purpose of this policy, an electronic signature means any electronic identifier intended by the person using it to have the same force and effect as a manual signature.

With regard to documentation received by the School with an electronic signature from a parent/legal guardian and pupil, so long as the following provisions are met, the School may receive and accept such electronic signature as an original document:

1. Such communication with signature, of its face, appears to be authentic and unique to the person using such signature;
2. The School is unaware of any specific individualized reason to believe that the signature has been forged;
3. The School is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The School Director or designee may, at his or her discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the School in a timely manner.

5. NCSOTA shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
6. The School Director shall establish regulations to implement these policies in accordance with the law.