



## **Nevada City School of the Arts Independent Study Guidelines**

### **Independent Study Policy**

We at NCSA strive to strike a balance between State requirements, family needs, and funding for the school. Therefore we offer Independent Studies to be used when a student is not at school for the following reasons: illness, vacation or religious observances. When a student is not at school, they can fall behind in their class work and the school does not receive funding for that child on that day (in fact, the school loses up to \$41.00 for each day that a student is absent), therefore we utilize Independent Studies to receive funding otherwise lost and also to help students maintain their schoolwork.

### **Benefits of Independent Study include:**

- Student can keep up with their schoolwork and homework which, in turn, can facilitate an easier re-entry into the classroom for the child.
- NCSA receives funding for the days the child is not in school

### **What is an Independent Study?**

An Independent Study is a contract between the school, the parents and the student in which the parent and student agree to comply with state requirements which includes indicating whether or not their child is doing their school work every day that school is in session. The following statement is included in the Independent Study Agreement in which the parent has signed off on, the agreement includes the following statement, "As a parent, I accept full responsibility for my child's education and acknowledge that this program was founded to facilitate new and innovative educational approaches that may not be appropriate for all children."

### **How is it executed?**

When families plan a vacation during days that school is in session, parents notify the attendance clerk and their child's teacher(s). Please provide as much advance notice as possible. We recommend two week's notice for planned absences. If your child becomes sick, we can initiate an Independent Study on the second day of illness. Once again, please contact the attendance clerk and teacher(s) to facilitate the paperwork. Your child must then turn in their schoolwork on the day they return to school. Please be aware that if your child does not turn in the

schoolwork the day they return to school they may not be able to use Independent Studies in the future, and absences will be noted as such. Excessive absences can lead to the SARB (Student Attendance Review Board) process.

### **What is the procedure?**

- Download the Independent Study Request form on our website and email the form to your child's teacher two weeks prior to your departure, if your child is in the middle school, please email all three teachers.
- Please also email the Independent Study Request to Jennifer Panno at [enrollment@thencsa.com](mailto:enrollment@thencsa.com) two weeks prior to your departure.
- At least one week prior to your departure, come by the office to sign the Independent Study contract - **this is mandatory**.
- Pick up school work from your child's teacher – **this is also mandatory**.
- Have your child complete the schoolwork.
- When your child returns to the classroom, they **must** turn in their school work whether or not it was completed. Incomplete schoolwork will trigger a loss of funds for the school and may also jeopardize your child's ability to participate in Independent Studies in the future. Please know that with 3 or more absences a child can be considered truant and that in turn can lead to SARB (Student Attendance Referral Board) situation, please see Attendance FAQ for more information.

Please contact Jennifer in the office with any questions about the above information.