

Policy Guide

Policy No. 118

Section PROGRAMS

Title INDEPENDENT STUDY

Adopted AUGUST 21, 1989

Revised MAY 19, 2003,
FEBRUARY 16, 1998

POLICY NO. 118 INDEPENDENT STUDY		
1. Purpose	Independent study shall be granted under exceptional circumstances to students entering their senior year only, to enhance a student's learning experience, or shall be granted in the event a student cannot participate in a course offered by the District due to an unavoidable scheduling conflict. An independent study program requires special effort and commitment on the part of the student, parent and school district to meet the individual educational interest of the student.	
2. Authority	A three-member committee, comprised of the mentor teacher, a guidance counselor and a high school administrator will review the proposed independent study plan with the student and his/her parent/guardian and advise the Superintendent or designee that the plan meets all necessary requirements. The Superintendent or designee shall approve or disapprove each course of independent study.	
3. Delegation of Responsibility	The Superintendent or designee shall develop procedures for implementing independent study courses which: <ul style="list-style-type: none">• Outline the qualifications that must be met for	

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a student to participate in a course of independent study.

- Assure a student studies under appropriate staff guidance with the direct supervision of a mentor teacher who is certified in the specific subject area.
- Establish an application process for obtaining approval of an independent study that includes the specific measurable instructional objectives for the planned course, procedures for monitoring and recording the progress of the student and criteria for determining the final grade or pass/fail. Participation in an activity outside of school will not serve as the only instructional objective.
- Include a process to certify the successful completion of the approved independent study plan and computation of the final grade.

4. Guidelines

Each course of independent study shall be noted on the student's transcript with an indication of pass/fail, except when the student has received specific approval for a grade. A copy of the plan and assessments will be stored in the student's permanent record until graduation.

Independent study courses that qualify for credit toward graduation will be available only to those students entering their senior year. Students may take no more than one independent study course per semester unless approved by the Superintendent.

Independent study course will not qualify for weighted credit when calculating the student's

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GPA. Independent study courses which receive a letter grade will be included in the computation of a student's GPA.

The proposal for independent study must be submitted by the tenth (10th) day of each semester and all work must be completed by the eighty-fifth (85th) day of each semester for the student to receive credit for the course of study. Proposals for year-long independent study courses must be submitted by the tenth (10th) day of the first semester and all work must be completed by the eighty-fifth (85th) day of the second semester. Additionally, the planning committee will establish procedures to monitor progress throughout the year.

The District will not be responsible to provide any transportation that might be associated with an independent study course.

A brief course (less than one semester) designed to remediate specific skill deficits or prepare a student for another course may be developed in consultation with a teacher, guidance counselor and principal but will not be awarded credit toward completion of graduation requirements.