

# INDEPENDENT STUDY

## **CONDITIONS FOR INDEPENDENT STUDY- Independent Study is available to students for two reasons:**

1. To enable a student to undertake the study of a subject which is not offered in the school curriculum; e.g., Italian and Dance.
2. To enable a student to take a course, we do offer which he or she is not able to incorporate into his/her regular schedule because of a conflict.

## **RULES AND REGULATIONS**

1. Independent study (I.S.) can only be initiated during a current school year, not before.
2. In-House/District sponsors only (may not be a paid sponsor).
3. Course of study is not to meet state mandated required non-academic courses.
4. Independent Study can be undertaken for enrichment or credit.
  - a. One-half credit may be granted if the student starts and completes the program in one semester.
  - b. One full credit may be granted for a full year study.
5. Deadlines for Applications:
  - a. Fall Semester by September 27, 2018.
  - b. Spring Semester by February 14, 2019.
6. If a student, after starting an I.S. program, decides to drop the I.S., the administrative regulations concerning the drop of the courses (and dates) will be in effect.
7. All physical education independent studies must meet regulations established by the physical education department.
8. I.S. may not be used in lieu of sixth course in schedule.
9. We realize, as educators, that we need flexibility in applying rules. However, all special circumstances will be considered in keeping with the spirit of these guidelines.
10. Appeals can be made to the Independent Study Director.

## **PROCEDURE**

1. A student who is considering I.S. must secure a sponsor - a qualified teacher who is willing to guide, supervise and direct the study.
2. The student completes the application that requires the signatures of sponsor, student, parent and department chairperson.
3. Submit the completed application to Mrs. Hugo.
4. If everything is in order, approval will be granted upon satisfaction of ALL of the above requirements.

## **GUIDELINES FOR SPONSORS:**

1. Sponsors must provide a course outline.
2. There must be an ongoing evaluation with credible methods: portfolio assessment, tests, research papers, etc.
3. Weekly instructional sessions (consider a weekly log related to Independent Study)
4. Grading: Pass/Fail - with approval of Sponsor, Department Chair, Independent Study Director, and respective AP.