



Peters Township School District

Policy: 6125

Title: Independent Study Policy

Adopted: 6/24/02

Revised:

1 **PURPOSE:**

2 The Peters Township School District recognizes that a student may benefit from diverse
3 learning experiences that are beyond the scope and sequence of the curriculum offered by
4 the District. This policy provides qualified students with the opportunity to enrich their
5 education through an independent study process. Independent study shall be granted
6 under exceptional circumstances to enhance a student's learning experience, or shall be
7 granted in the event a student cannot participate in a course offered by the District due to
8 an unavoidable scheduling conflict. An independent study program requires special
9 effort and commitment on the part of the student, parent, and school district to meet the
10 individual educational interest of the student.

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13 **AUTHORITY:**

14 A three-member committee, comprised of the mentor teacher, a guidance counselor, and
15 a high school administrator will review the proposed independent study plan with the
16 student and his/her parent/guardian and advise the Superintendent that the plan meets all
17 necessary requirements. The Superintendent shall approve or disapprove each course of
18 independent study.

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21 **DELEGATION OF RESPONSIBILITY:**

22 The Superintendent or designee shall develop procedures for implementing independent
23 study courses which:

- 24 • Outline the qualifications that must be met for a student to participate in a course
25 of independent study.
 - 26 • Assure a student studies under appropriate staff guidance with the direct
27 supervision of a mentor teacher who is certified in the specific subject area.
 - 28 • Establish an application process for obtaining approval of an independent study
29 that includes the specific, measurable instructional objectives for the planned
30 course, procedures for monitoring and recording the progress of the student and
31 criteria for determining the final grade or pass/fail. Participation in an activity
32 outside of school will not serve as the only instructional objective.
 - 33 • Include a process to certify the successful completion of the approved
34 independent study plan and computation of the final grade.
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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 high school students. Students may take no more than one independent study course per semester unless approved by the Superintendent.

Independent study courses will not qualify for weighted credit when calculating the student's GPA. Independent study courses which receive a pass/fail grade will not be included in the computation of a student's 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 10th day of each semester and all work must be completed by the 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 10th day of the first semester and all work must be completed by the 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.