

INDEPENDENT STUDY PROGRAM
2011-2012

ROXBURY HIGH SCHOOL
INDEPENDENT STUDY PROGRAM
2011-2012

Name: _____

Grade: _____

Counselor: _____

INDEPENDENT STUDY

The wide variety of students' interests, motivations and responses to education makes it clear that no single approach to learning is best for all students. Learning takes place in a variety of ways, under a variety of circumstances; it is a highly individualized process.

If we are to approach our goal of providing a school which is responsive to the needs and learning styles of all students, we must make available a practical variety of education alternatives. Therefore, Independent Study is a program designed to afford a student the opportunity to pursue areas of study which are beyond the scope of curricular offerings. Students interested in this program must realize that independent study requires a great deal of initiative and responsibility (see BOE policy #2320).

ELIGIBILITY

The Independent Study Program is open to any student in grades nine through eleven who:

1. has demonstrated sufficient academic proficiency, in the judgment of the Independent Study Committee, to assure that commitment to an Independent study would not jeopardize his/her regular class work.
2. has already earned and/or is earning sufficient credit to advance in grade to graduate.
3. has not failed any subjects the year before initiating the study.

(THERE WILL BE NO EXCEPTIONS TO ELIGIBILITY RULES.)

INITIATION OF STUDY

In order to initiate an Independent Study a student must:

1. choose a topic beyond the scope of the Roxbury High School curricular offerings.
2. arrange to have a faculty member serve as his/her advisor.
3. submit completed application form and proposal to Mr. Swanson before September 7th for a first semester or full year-study, and before December 15th for a second semester study. In all but the most unique of circumstances, pupils should submit proposals for full year plans by June 1st of the preceding school year.

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Proposal

The typed proposal must be approved by the student's guidance counselor, faculty advisor, student's parents, and Principal. The following elements must be included:

1. Objectives:

Clearly state what he/she intends to accomplish over the course of the study and upon its conclusion.

2. Activities:

State how and when he/she will attain the independent study objectives by indicating specific activities and accompanying timelines for those activities.

3. Proposed credits:

State the number of credits that he/she is attempting to earn.

4. Completion dates:

Indicate a completion date for the study. Any first semester study must be completed by February 1, and full-year or second semester studies must be completed by June 1.

The student should be aware that a proposal can be modified during the course of the school year with the approval of the advisor and the Independent Study committee.

5. Presentation:

For a 2.5 credit Independent Study a student is expected to make one final presentation before appropriate deadlines. For a 5 credit Independent Study, a student is expected to make one presentation at mid-year (*before Feb. 1st*) and one presentation at the conclusion of the study (*before June 1st*).

Grades/Credits/Restrictions

1. The advisor will assign a numerical grade for the student in accordance with the guidelines for Marking Period grading. Such grades will be based on the quality of the study and the adherence to the student's proposal.
2. Credits will be awarded based on the amount of time spent on the study as evidenced by the scope of the project. Students may not earn more than 5 credits.
4. If, for any reason, the study is not completed successfully, no credit will be awarded.

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Procedures

After acquiring the Independent Study booklet the following must take place:

1. Student returns completed packet and typewritten proposal to his/her Guidance Counselor. The proposal **MUST** contain parent's and advisor's signatures.
2. Guidance Counselor reviews Independent Study proposal, completes counselor portion with student and forwards proposal to the Principal.
3. The Principal reviews proposal and organizes initial meeting with Advisor, student's Guidance Counselor and Assistant Superintendent to determine if the proposal is deemed academically suitable. The Independent Study committee may approve or amend the proposal.
4. Students may commence the Independent Study work upon final approval.
5. Advisor is responsible for submitting numerical grades in accordance with the marking period guidelines.
6. Student is responsible for making a presentation(s) concerning status of Independent Study as follows:
 - a. For a 2.5 credit Independent Study a student is expected to make one final presentation. (*1st Semester: February 1st / 2nd semester: June 1st*).
 - b. For a 5 credit Independent Study, a student is expected to make one presentation at mid-year (*before Feb. 1st*) and one presentation at the conclusion of the study (*before June 1st*).

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**ROXBURY HIGH SCHOOL
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Student Application Form and Proposal**

NAME: _____ SCHOOL YEAR: _____

GRADE: _____ DATE: _____

Contact Information: Phone: _____ and/or email: _____

TITLE OF INDEPENDENT STUDY: _____

Objectives of the study:

Activities to achieve objectives of the study:

Assessment of Activities – to be evaluated by Independent Study Advisors and Supervisors. (ex. portfolio, performance, pictures, research project, log, etc...)

Must be approved by the following:

Faculty Advisor: _____ Date: _____
Signature

Parent Approval: _____ Date: _____
Signature

TYPED PROPOSAL SHOULD BE SUBMITTED WITH THIS APPLICATION

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TO BE COMPLETED BY THE STUDENT'S GUIDANCE COUNSELOR AND ATTACHED TO PROPOSAL

**ROXBURY HIGH SCHOOL
INDEPENDENT STUDY PROGRAM
Guidance Counselor Recommendation Form**

NAME: _____ SCHOOL YEAR: _____

DATE: _____ GRADE: _____ COUNSELOR: _____

TITLE OF INDEPENDENT STUDY TOPIC: _____

LENGTH OF TIME: () 1st Semester () 2nd Semester () Full Year

Credits being undertaken _____

These questions must be answered by your Guidance Counselor.

1. What, if any, subjects did the student fail in High School?
2. How many credits did the student earn in the following grades
9th ? _____ 10th ? _____
3. Do you feel that this student is sufficiently motivated to take on an independent study and keep up with his/her classes?
Yes _____ No _____
4. Do you recommend this student for an Independent Study?
Yes _____ No _____

Counselor's Signature

After signing, the counselor should submit this form to Mr. Swanson who will contact the student for the next step of the process.

Date received by Mr. Swanson _____